



The Sun Beholds, an Emblem of Good sense  
 Pegasus speed Mercury of Eloquence  
 Interpretie, declar'd is by the Dove  
 with sound Judgment doth



The Sun Beholds, an Emblem of Good sense  
 Pegasus speed Mercury of Eloquence  
 Interpretie, declar'd is by the Dove  
 with sound Judgment doth



THE  
Young Secretary's Guide :  
OR, A  
*Speedy Help to Learning.*

*In Two Parts.*

I. Containing the True Method of *Writing Letters* upon any Subject ; whether concerning Business or otherwise : Fitted to all Capacities, in the most smooth and obliging Style ; with about 200 Examples never before published. As also Instructions how properly to *Entitle, Subscribe or Direct a Letter* to any Person of what Quality soever. Together with full Directions for *True Pointing* ; and many other Things very Useful.

II. Containing an Exact Collection of *Acquittances, Bills, Bonds, Wills, Indentures, Deeds of Gift, Letters of Attorney, Assignments, Releases, Warrants of Attorney, Bills of Sale, Counter Securities* . with Notes of Directions, relating to what is most difficult to be understood in the most legal sense, form, and manner : To which are added, the Names of Men and Women, Cities, Counties, Sums of Money, Days, Month, Years of Date, Trade, &c. in Latin, as they ought to be placed in any Latin Obligation : With an Interest Table to know the Interest due upon any Summ of Money, &c.

By *F. Hill*

The Twentieth Edition.

London, Printed for H. Rhodes, at the Star, the corner of Bride Lane, in Fleetstreet. 1719.

Price One Shilling.

Licenfed,

May the 2d. 1687



R  
I  
Sex  
by t  
wor  
fean  
to en  
al  
comp  
for  
kind  
with  
Und  
the f  
ten c  
prove

THE  
EPISTLE  
TO THE  
READER.

Kind READER,

**H**AVING well weighed and considered,  
That a Book of this Nature might not  
only further the Younger Sort of either  
Sex, in many Things highly necessary to be known  
by them; but indifferently administer something  
worthy of Notice and Regard to those of Elder  
Years; I verily concluded it worth my Labour,  
to enter upon a Treatise that may prove a Gene-  
ral Good, and have used such Diligence to ac-  
complish it, that I hope it will answer the End  
for which it was written, and prove, in some  
kind, serviceable, even to the Learned, who may,  
without any Prejudice to their Knowledge and  
Understanding of higher Matters, gather from  
the sundry choice Flowers scattered in this Gar-  
den of profitable Recreation, some Honey of Im-  
provement, to add to their larger Store. How-  
ever,

## TO the READER.

ever, I dare presage it will stand those in much  
Stead who want those larger Endowments, when  
in so many Cases relating to Business and Import-  
tant Affairs, they may find Forms and Precedents  
ready drawn up to their Hands, and save them-  
selves the Charge, if not (as in Country Towns  
and Villages it often happens) the tedious fruitless  
Search of a Secretary or Scrivener, that is thorow-  
pac'd, as some term it, or well-vers'd in these  
Matters: For give me leave to be confident, with-  
out the Imputation of Boasting, that few are to be  
found abroad, especially in Times of Emergency,  
that are so accomplish'd, but that sometimes, thro  
over-hastiness in Dispatch, they are apt to mistake  
in Manner, Form, or Substance, especially in what  
relates to the SECOND PART of this Book.  
nor is it at all times convenient to make so great a  
Discovery of Affairs, that may by this Means be  
kept more private. But not longer to detain you  
with a Preface, I submit what I have writt  
to the Censure of the Judicious, and am,

READER,

Your very humble Servant,

To oblige you in what I may,

J. Hill.

*To his Worthy Friend J. H. upon the Perusal  
of his Book, Intituled, The YOUNG  
SECRETARY'S GUIDE.*

S I R,

**H**AVING view'd your Book, I plainly find  
You've labour'd much to benefit Mankind,  
In laying down so many Precedents,  
Of various Use, and different Contents ;  
Such as th' Unlearned highly ought to prize ;  
Such as the Learned ought not to despise ;  
For from't to either may Advantage rise.  
Here he who knows not how to move his Quill  
In pleasing Strains, may chuse out what he will :  
Fitted to all Affairs, he here may see  
What Thought can form, or he could wish to be.  
The Scholar may learn curiously to indite :  
The Tradesman to his Correspondent write,  
And the plain Country-man his Sense recite.  
To all Degrees you have your Style address'd,  
As if the Words of all you had express'd,  
As they themselves had form'd them in their Breast.  
The mighty Hinge of Business you have mov'd  
In such a manner as must be approv'd ;  
You'll be encourag'd, though pale Envy load  
The rising Palm with black Ingratitude :  
Though those for whom it mainly was design'd,  
Cavil at Faults, perhaps, they cannot find ;  
Or they to whom it may give some Offence,  
In lighting those they'd keep in Ignorance,  
Should tax it with Deficiency of Sense ;  
Nay, should Detractors their worst Spleen engage,  
Ridicule it, or all their Stock of Rage  
To blast it in its Infancy, let loose,  
They cannot damn a Book of so much Use :  
No, it shall live to After-times, and see  
Many good Days ; take that, dear Friend, from me.



# THE TABLE.

## PART I.

**U**SEFUL Instructions necessary to be ob-  
serv'd by such as undertake to write Let-  
ters &c.

|                                                                        | Page 4 |
|------------------------------------------------------------------------|--------|
| <i>Choice Letters on sundry Occasions</i>                              | 14     |
| <i>A Letter of Intreaty from a Son to a Father</i>                     | 15     |
| <i>Another of the same Subject</i>                                     | ibid.  |
| <i>Another of Intreaty from a Daughter, &amp;c.</i>                    | 16     |
| <i>A Letter of Intreaty to continue abroad</i>                         | 17     |
| <i>A Letter of Thanks for a Kindness receiv'd</i>                      | ibid.  |
| <i>Another Letter of Thanks</i>                                        | 18     |
| <i>A Letter returning Thanks to a Mother</i>                           | 19     |
| <i>A Letter of Thanks returned for an Advancement of a<br/>Party</i>   | ibid.  |
| <i>A Letter of Thanks for a proffer'd Kindness</i>                     | 20     |
| <i>A Letter of Thanks in Answer to a Letter Congratu-<br/>latory</i>   | ibid.  |
| <i>A Letter of Thanks to a Parent for good Education</i>               | 21     |
| <i>A Letter of Advice to a Friend</i>                                  | ibid.  |
| <i>Another on the same Subject</i>                                     | 22     |
| <i>A Letter of Advice relating to Business</i>                         | ibid.  |
| <i>A Letter of Request or Recommendation to entertain a<br/>Friend</i> | 23     |
| <i>An Answer to the foregoing Letter</i>                               | ibid.  |
| <i>A Letter</i>                                                        |        |

# The TABLE.

|        |                                                                                            |       |
|--------|--------------------------------------------------------------------------------------------|-------|
|        | <i>A Letter of Thanks from a Scholar to his Master</i>                                     | 24    |
|        | <i>A Letter of Acknowledgment to a Person of Note, for a Benefit received</i>              | 25    |
|        | <i>A Letter of Congratulation</i>                                                          | ibid. |
|        | <i>An Answer to the foregoing Letter</i>                                                   | 26    |
|        | <i>A Letter of Congratulation from a Son to a Father, upon his Recovery from Sickness</i>  | 27    |
|        | <i>A Letter from a young Gentlewoman at School to her Mother; or, A Letter of Intreaty</i> | ibid. |
|        | <i>The Mother's Answer</i>                                                                 | 28    |
|        | <i>A Letter from an Apprentice to his Father</i>                                           | 29    |
|        | <i>A Letter to ask Pardon for a Fault, &amp;c.</i>                                         | ibid. |
|        | <i>The Answer</i>                                                                          | 30    |
|        | <i>A Letter of Consolation to a Friend, &amp;c.</i>                                        | ibid. |
|        | <i>A Letter of Consolation to a Mother upon the Loss of her Son</i>                        | 31    |
| ob-    | <i>Another to a Gentleman upon the Death of his Wife</i>                                   | 32    |
| Let-   | <i>A Letter from one Friend to another, to claim a Promise</i>                             | 33    |
| ge 4   | <i>Another to the same Purpose</i>                                                         | ibid. |
| 14     | <i>A Letter from a Wife to her absent Husband</i>                                          | 34    |
| 15     | <i>A Letter of Advice from a Wife</i>                                                      | ibid. |
| ibid.  | <i>A Letter from a Wife to her Husband, he being in Foreign Parts</i>                      | 35    |
| 16     | <i>A Letter of Advice from a Factor to a Merchant or Correspondent</i>                     | ibid. |
| 17     | <i>A Letter from a Prentice to his absent Master</i>                                       | 36    |
| ibid.  | <i>A Letter of Thanks</i>                                                                  | ibid. |
| 18     | <i>The Answer</i>                                                                          | 37    |
| 19     | <i>A Letter of Complaint</i>                                                               | ibid. |
| of a   | <i>The Answer</i>                                                                          | 38    |
| ibid.  | <i>A Letter to a Friend with a Present</i>                                                 | ibid. |
| 20     | <i>A Letter of Consolation to a sick Person, &amp;c.</i>                                   | ibid. |
| gratu- | <i>Another of Consolation</i>                                                              | 39    |
| ibid.  | <i>A Letter of Consolation to a Sister upon the Loss of a Brother</i>                      | 40    |
| 21     | <i>The Answer</i>                                                                          | 41    |
| ibid.  | <i>A Letter of proffer'd Kindness</i>                                                      | ibid. |
| 22     |                                                                                            |       |
| ibid.  |                                                                                            |       |
| tain a |                                                                                            |       |
| 23     |                                                                                            |       |
| ibid.  |                                                                                            |       |
| Letter |                                                                                            |       |

# The TABLE.

|                                                                                                                               |       |
|-------------------------------------------------------------------------------------------------------------------------------|-------|
| <i>A Letter from a Father to a Son, commanding him to keep at School, and improve his Learning, &amp;c.</i>                   | 42    |
| <i>The Answer of Excuse</i>                                                                                                   | ibid. |
| <i>A Letter of Counsel to a Friend in a doubtful Matter</i>                                                                   | 43    |
| <i>The Answer</i>                                                                                                             | ibid. |
| <i>A Letter complaining of Neglect</i>                                                                                        | 44    |
| <i>The Answer</i>                                                                                                             | ibid. |
| <i>A Letter of Reproof from an Uncle to a Nephew</i>                                                                          | 45    |
| <i>The Answer of Excuse</i>                                                                                                   | ibid. |
| <i>A Letter Consolatory, to a Gentlewoman, upon the Death of her Husband</i>                                                  | 46    |
| <i>A Letter to a young Man upon the Death of his old Wife</i>                                                                 | 48    |
| <i>A Letter to a Wife upon the Death of a bad Husband</i>                                                                     | 49    |
| <i>A Letter of Congratulation to a Person upon his Marriage</i>                                                               | ibid. |
| <i>Another on the same Subject</i>                                                                                            | 50    |
| <i>A Letter of Advice from a young Gentlewoman, or Maid-Servant, to acquaint her Friends in the Country with her Marriage</i> | 51    |
| <i>A Letter from a young Man to his Mother upon the like Occasion</i>                                                         | ibid. |
| <i>A Letter from one Scholar to another, complaining of so long Absence</i>                                                   | 52    |
| <i>The Answer of Excuse for Delay, &amp;c.</i>                                                                                | 53    |
| <i>A Letter to a Scholar at the University, by one of his Quondam School-Fellows in the Name of the rest, &amp;c.</i>         | 54    |
| <i>The Answer</i>                                                                                                             | 55    |
| <i>The Master's Commendatory Letter to a Father, on the Behalf of a Scholar</i>                                               | ibid. |
| <i>A Letter from a young Gentlewoman to her Parents, to inquire of their Welfare.</i>                                         | ibid. |
| <i>A Letter from a Son to his Father, to acknowledge his Fault, and beg Pardon for offending, &amp;c.</i>                     | 56    |
| <i>The Father's Answer</i>                                                                                                    | 57    |
| <i>A Letter from a Youth to his Sister, &amp;c.</i>                                                                           | ibid. |
| <i>The Answer</i>                                                                                                             | 58    |

# The TABLE.

|         |                                                                                                                 |       |
|---------|-----------------------------------------------------------------------------------------------------------------|-------|
| keep    | <i>A Daughter's Return of Thanks for her good Education in a Letter, &amp;c.</i>                                | ibid. |
| 42      | <i>A Letter from a Youth by way of Essay, to a Person of Honour, by whom he received some Benefits, &amp;c.</i> | 59    |
| bid.    | <i>A Letter from a Youth to his Grandfather</i>                                                                 | 60    |
| 43      | <i>A Letter from a young Scholar to his Father</i>                                                              | ibid. |
| bid.    | <i>A Letter from a Youth to his Father, who is desirous to be bound Apprentice</i>                              | 61    |
| 44      | <i>A Letter from one Friend to another, to perswade him to give his Children good Education</i>                 | ibid. |
| bid.    | <i>A Letter of Advice from a Father, &amp;c.</i>                                                                | 62    |
| 45      | <i>The Son's Answer</i>                                                                                         | 63    |
| ibid.   | <i>A Letter from a Scholar, inviting his Cousin to betake himself to Learning</i>                               | 64    |
| Death   | <i>The Answer</i>                                                                                               | ibid. |
| is old  | <i>A Letter of Friendship from one Brother to another, to desire his Return</i>                                 | 65    |
| 46      | <i>The Answer of Excuse</i>                                                                                     | ibid. |
| 48      | <i>A Letter from a Serving-Man to his Master</i>                                                                | 66    |
| 49      | <i>A Letter of Congratulation from a Youth to his Sister upon her Marriage</i>                                  | ibid. |
| Mar-    | <i>The Answer</i>                                                                                               | 67    |
| ibid.   | <i>A Letter from one young Man to another, to request a Kindness</i>                                            | 68    |
| 50      | <i>The Answer</i>                                                                                               | ibid. |
| Maid-   | <i>A Letter from one Scholar to another, upon the Death of a Father</i>                                         | 69    |
| y with  | <i>Servant-Maid's Letter to her Friends</i>                                                                     | ibid. |
| 51      | <i>A Letter from a Nephew to an Uncle, to excuse his Absence</i>                                                | 70    |
| be like | <i>Letter from a young Gentlewoman to her Cousin, intreating her Company</i>                                    | ibid. |
| ibid.   | <i>Letter from a Husband to his Wife and Children</i>                                                           | 71    |
| of 800  | <i>The Wife's Answer</i>                                                                                        | ibid. |
| 52      | <i>Letter from a Maid-Servant to her Mistress, excusing her Faults</i>                                          | 72    |
| 53      | <i>Letter from an Apprentice, in Excuse of himself to his Master</i>                                            | 73    |
| 54      | <i>A Letter</i>                                                                                                 |       |
| 55      |                                                                                                                 |       |
| on the  |                                                                                                                 |       |
| ibid.   |                                                                                                                 |       |
| ents, t |                                                                                                                 |       |
| ibid.   |                                                                                                                 |       |
| edge hi |                                                                                                                 |       |
| 5       |                                                                                                                 |       |
| 5       |                                                                                                                 |       |
| ibid.   |                                                                                                                 |       |
| 5       |                                                                                                                 |       |
| Dang    |                                                                                                                 |       |

# The TABLE.

|                                                                                                              |       |
|--------------------------------------------------------------------------------------------------------------|-------|
| <i>A Letter in Recommendation of a Friend</i>                                                                | ibid. |
| <i>A Letter of Enquiry from one Youth to another</i>                                                         | 74    |
| <i>The Answer</i>                                                                                            | ibid. |
| <i>A Letter of Excuse to a Landlord from his Tenant</i>                                                      | 75    |
| <i>A Letter from one Scholar to another, to reprove him for a Slander</i>                                    | 76    |
| <i>The Answer</i>                                                                                            | ibid. |
| <i>A Letter from one Maid-Servant to another, inviting her to London</i>                                     | 77    |
| <i>A Letter of Counsel from an Aunt to her Niece</i>                                                         | 78    |
| <i>A Letter from one at Sea to his Friend on Shore</i>                                                       | ibid. |
| <i>A Letter from one at Sea to his Wife</i>                                                                  | 79    |
| <i>A Letter from one that is Travelling to see the Rarities and Magnificence of other Countries</i>          | 80    |
| <i>A Letter of Consolation to a Wife who supposes her Husband, by reason of his long Absence, to be dead</i> | ibid. |
| <i>A Letter from one Sister to another, to inquire of Health, &amp;c.</i>                                    | 81    |
| <i>The Answer</i>                                                                                            | 82    |
| <i>A Letter to a Father complaining of his Son</i>                                                           | ibid. |
| <i>The Answer</i>                                                                                            | 83    |
| <i>A Letter from one Gentlewoman to another, recommending a Servant-Maid to her</i>                          | ibid. |
| <i>The Answer</i>                                                                                            | 84    |
| <i>A Letter requiring the Payment which may stand good in Law, &amp;c. as a Receipt</i>                      | ibid. |
| <i>A Letter to require a Guardianship</i>                                                                    | ibid. |
| <i>A Letter from a Son at School to his Mother</i>                                                           | 85    |
| <i>A Letter of Trade and Commerce</i>                                                                        | ibid. |
| <i>A Letter of Trust</i>                                                                                     | 86    |
| <i>A Letter of Acknowledgment</i>                                                                            | ibid. |
| <i>A Letter of Assured Friendship</i>                                                                        | ibid. |
| <i>A Letter of Consolation to one in Prison</i>                                                              | 87    |
| <i>A Letter to congratulate a Party upon his overcoming a Danger, or being freed from Trouble</i>            | 88    |
| <i>A Letter from a Wife to a Husband, accusing him of Delay</i>                                              | ibid. |
| <i>The Answer</i>                                                                                            | 89    |
| <i>A Letter</i>                                                                                              |       |



## The TABLE.

|         |                                                                                                    |       |
|---------|----------------------------------------------------------------------------------------------------|-------|
| ibid.   | A Letter of Compliment from one Gentlewoman to another in excusing a Visit                         | ibid. |
| 74      |                                                                                                    |       |
| ibid.   | The Answer                                                                                         | 90    |
| 75      | A Letter of Instruction to a young Gentlewoman                                                     | ibid. |
| m for   | A Letter written to reclaim youthful Extravagancies in a Son                                       | 91    |
| 76      |                                                                                                    |       |
| ibid.   | A Letter from an Elder Brother to a Younger, exhorting him to a good Behaviour and seemly Carriage | 92    |
| g her   | A Letter of Thanks for an Advancement                                                              | ibid. |
| 77      |                                                                                                    |       |
| 78      | The Answer                                                                                         | 93    |
| ibid.   | A Letter to congratulate a Person upon his Return out of Foreign Parts                             | ibid. |
| 79      |                                                                                                    |       |
| rities  | A Letter to congratulate one recover'd from Sickness, &c.                                          | 94    |
| 80      |                                                                                                    |       |
| band,   | A Letter of Intreaty to ask Favour, &c.                                                            | ibid. |
| ibid.   | A Letter of Promise from one Party to another                                                      | 95    |
| health, | A Letter of Thanks for a Present received                                                          | ibid. |
| 81      | Stiles and Titles of Honour, &c.                                                                   | 96    |
| 82      | Subscriptions, &c. as also Instructions for right Pointing                                         | 100   |

---

## PART II.

|        |                                                                                                                   |       |
|--------|-------------------------------------------------------------------------------------------------------------------|-------|
| ibid.  | USEFUL and Advantageous Instructions for the making all such Legal Writings as are vulgarly in Use, &c.           | 105   |
| 85     |                                                                                                                   |       |
| ibid.  | An Acquittance for Money paid in part                                                                             | 106   |
| 86     |                                                                                                                   |       |
| ibid.  | A Receipt or Acquittance to be given by an Apprentice, Clerk, or menial Servant, on the Behalf of his Master, &c. | ibid. |
| 87     |                                                                                                                   |       |
| ning a | Another Acquittance of the like kind in full                                                                      | 107   |
| 88     |                                                                                                                   |       |
| him e  | An Acquittance for Monies in way of Trade, or Lent, without any Obligation                                        | ibid. |
| ibid.  | An Acquittance in full for a Horse, &c.                                                                           | ibid. |
| 89     |                                                                                                                   |       |
| Lette  | An Acquittance in full for Rent                                                                                   | 108   |
|        | Another                                                                                                           |       |

# The TABLE.

|                                                                                                                                                   |       |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <i>Another Acquittance for Rent</i>                                                                                                               | ibid. |
| <i>A plain, short, and ordinary Acquittance, which may serve on any Occasion</i>                                                                  | ibid. |
| <i>An Acquittance proper to be given by a Brewer's Clerk &amp;c.</i>                                                                              | 100   |
| <i>An Acquittance in full on the like Account</i>                                                                                                 | ibid. |
| <i>The Form of a General Release</i>                                                                                                              | 110   |
| <i>The Form of a Release wherein more than one is included</i>                                                                                    | 111   |
| <i>An exact Copy of a Letter of License, usually granting and allowing Time of Safe-Conduct to a Debtor incapable of making present Payment</i>   | 112   |
| <i>The Form of a Letter of Attorney, to impower one to receive, or sue for Debt, and may serve in general with some little Variation, &amp;c.</i> | 114   |
| <i>How to revoke a Letter of Attorney</i>                                                                                                         | 115   |
| <i>The Form of an Indenture for an Apprentice, serving for either Sex</i>                                                                         | 116   |
| <i>The Form of a Will, &amp;c.</i>                                                                                                                | 118   |
| <i>Rules worthy of Observation, in Matters relating to Wills and Testaments</i>                                                                   | 119   |
| <i>The Form of a Deed of Gift</i>                                                                                                                 | 121   |
| <i>Things to be considered therein</i>                                                                                                            | 122   |
| <i>A short English Bill for Money</i>                                                                                                             | 123   |
| <i>A short English Bill with a Penalty</i>                                                                                                        | ibid. |
| <i>The Form of a Bond, the Obligation and Condition in English, &amp;c.</i>                                                                       | 124   |
| <i>A short Note, acknowledging Money due for Goods received</i>                                                                                   | 125   |
| <i>A single Bill for Money without a Penalty</i>                                                                                                  | 126   |
| <i>The Form of a Penal Bill single</i>                                                                                                            | ibid. |
| <i>The Nature and true Meaning of Bonds and Bills</i>                                                                                             | 127   |
| <i>The Form of a Bond from one Party to another, the Obligation Latin, the Condition English</i>                                                  | 128   |
| <i>An Obligation from Two to One, or Double Bond</i>                                                                                              | 129   |
| <i>An Obligation from Three to One</i>                                                                                                            | 130   |
| <i>An Obligation from One Person to Two, with the Condition, &amp;c.</i>                                                                          | 131   |

# The TABLE.

|          |                                                         |       |
|----------|---------------------------------------------------------|-------|
| ibid.    | An Obligation from Two Persons to Two, with the Condi-  | 132   |
| ch may   | tion, &c.                                               |       |
| ibid.    | An Obligation from Two to Three, with the Condi-        | 133   |
| s Clerk  | tion                                                    |       |
| 100      | An Obligation from Three to Three, with the Condi-      | 134   |
| ibid.    | tion                                                    |       |
| 110      | A Bond for the Payment of a Summ of Money at sundry     |       |
| is in    | Times, in Default of, any of which Payments, the Pe-    |       |
| 111      | nalty to be forfeited                                   | 136   |
| granting | The Form of a Bill of Sale                              | 137   |
| r unca   | The Form of a Bill of Sale to make over Goods with an   |       |
| 112      | Intent to redcem them                                   | 138   |
| to re    | A short Release from one Party to another in general    | 140   |
| al with  | A Letter of Attorney, commonly given to take Seisin of  |       |
| 114      | Land, or Possession by Proxy                            | ibid. |
| 115      | A Discharge proper to be given upon the Receipt of a    |       |
| ing for  | Legacy                                                  | 142   |
| 116      | A Release to be given by a Ward to his Guardian, when   |       |
| 118      | he comes at Age, if he has truly discharged his Trust,  |       |
| to Wills | and rendred a faithful Account                          | 143   |
| 119      | A Release in general for personal Actions               | 144   |
| 121      | A Letter of Attorney from a Husband to a Wife upon a    |       |
| 122      | Voyage, &c. very useful and necessary, as also in Case  |       |
| 123      | of a long Journey, or going into the Wars               | ibid. |
| ibid.    | The Form of a Lease of Ejectment                        | 146   |
| ion in   | A Warrant of Attorney to confess a Judgment             | 147   |
| 124      | A Bond of Arbitration                                   | 148   |
| recei-   | The Condition of the same                               | 149   |
| 125      | The Condition of a Counter-Bond                         | 150   |
| 126      | The Condition of a Bond to perform Covenants, specify'd |       |
| ibid.    | in an Indenture, &c.                                    | 151   |
| 127      | A Condition to perform Covenants in Articles of Agree-  |       |
| Obli-    | ment                                                    | ibid. |
| 128      | Christian Names of Men, English and Latin               | 153   |
| 129      | Christian Names of Women, English and Latin             | 158   |
| 130      | Days of the Month English and Latin                     | 161   |
| Condi-   | The Date of the Year of our Lord in Latin               | 163   |
| 131      | A Table of Interest                                     | 165   |
| As       |                                                         | Names |

# The T A B L E.

|                                                                                        |      |
|----------------------------------------------------------------------------------------|------|
| <i>Names of all the Counties of England, English and Latin</i>                         | 16   |
| <i>The Names of the Three Kingdoms under His Majesty's Dominion, English and Latin</i> | 16   |
| <i>Principal Cities in England and Wales, English and Latin</i>                        | 16   |
| <i>Titles of Honour and Appellations</i>                                               | ibid |
| <i>Trades, English and Latin</i>                                                       | 16   |
| <i>Summs of Money, English and Latin</i>                                               | 17   |

T H E

THE

# Introduction :

O R,

Exceeding Useful DIRECTIONS  
for the better Understanding the Con-  
tents of the BOOK, &c.

## CHAP. I.

**W**E plainly find the ART of *WRITING* in all Ages, has prov'd a more than common Benefit to Mankind, in relation to his present Occasions, and the Bettering his Understanding, by giving him an Insight into Things (perhaps of the greatest Concernment imaginable) which would otherways, undoubtedly have escaped his Knowledge ; for consequently without it, or a Continuation of Divine Inspiration, not only the Civil, but Sacred Transactions of former Times must have sat in Oblivion. As this Art, I say, has been advantageous so many ways, beyond the Expression even of Man himself, in whom it has all along rais'd such Wonder and Admiration, so more immediately does it shew its Serviceableness in the Negotiation and Managing important Affairs throughout the Habitable World, especially in all Civiliz'd Nations, where Traffick, Trade, or Commerce, relating to  
the



the Profit, Pleasure, or Well-being of humane Societies, take place; or where the Necessity of conversing with one another, though at the greatest Distance imaginable, is requisite and commendable. And since this is done to the general Satisfaction of Empires, Kingdoms, Estates, and Provinces, by Letters, whose Influence effectually create the same Effects, and right Understanding, as if the Sender or Writer were present; and are agreed upon by all Hands, to be the Maintainers of Love, Amity, Correspondence, and what else in the like Nature is to be imagin'd or fram'd within the Compass of a reasonable Capacity; I have thought it highly necessary, not only to give Instructions to those who are not fully qualified in this kind, how readily to understand the sundry Measures taken in inditing Letters according to the Terms properly given them by the Learned, but likewise a Prospect of above an Hundred useful Letters, written on sundry and various Occasions, adapted to the Affairs, Capacities, and whatsoever of that kind relates to either Sex, smooth and easie to be understood; yet in a Style and Dialect most new and modish, in a most accomplished manner, with the most accurate Spelling, and elegant Phrases, Distances, Familiarities, Condescensions or Humiliations, according as the Letters refer to Superiors, Equals, or Inferiors, with Titles SuperScriptive and Subscriptive, relating to the same End and Purpose; even all Fancy or Imagination can form, that may add Lustre to Things of this Nature: But to come nearer to my Purpose.

In the first place, Those that would arrive at the ready Perfection of inditing Letters, must especially have Regard to the Matter and Form: As for the former of these, it is that which occasions your writing, being usually call'd the Substance of the Letters, and refers to Business, Com-  
pliments

e Soci-  
 verling  
 stance  
 And  
 ion of  
 y Let-  
 same  
 Sender  
 on by  
 Amity,  
 ture is  
 s of a  
 highly  
 those  
 readily  
 diting  
 given  
 Et of  
 undry  
 Capa-  
 either  
 in a  
 most  
 Spel-  
 rities,  
 s the  
 riors,  
 relat-  
 Fancy  
 re to  
 o my  
 at the  
 Speci-  
 e An  
 occa-  
 Sub-  
 Com-  
 nents

pliments, or the like, and is therefore variable: Nor  
 is the Form any other than the well couching and  
 due placing your Sentences, Phrases, or Words, that  
 they may fall in a Method suitable to the Capacity  
 of the Party you write to, or the Business that  
 occasions your Writing: For if you write to the  
 Learned, you must raise your Style, yet by all means  
 avoid Affectation in Words, or Extravagancy in Rhe-  
 torical Expressions, which sometimes being duely  
 weigh'd, prove either Nonsense in themselves, or  
 incoherent with the rest of your Epistle; but if you  
 write to the Unlearned, or those of mean Capacities,  
 then must your Style be plain and easie to be under-  
 stood, lest your Meaning not being well known, you  
 fail in your Expectation: Ever considering, That  
 fair Writing, without Blots or unseemly Dashes, is  
 best acceptable, as giving an Invitation to the Eye,  
 and Delight to the Mind of the Reader; nor must  
 your Points, of which I shall speak hereafter, be  
 omitted.

In the second Place, it is to be consider'd, That  
 Letters, if we take them in reference to what they  
 may contain, are, as to their Matters, as I have hin-  
 ted, so various, and so many, that I shall referr you,  
 for plainer Demonstrations, to the following Chap-  
 ter, and so put a Period to this Introduction, which  
 was chiefly inserted to give an Insight into what I  
 offer more material; as the Sequel will apparently  
 manifest.

## C H A P. II.

*Useful INSTRUCTIONS altogether Necessary to be observed by those who undertake to pen or indite Letters after the best and exactest Manner and Method; grounded upon a large Treatise of Letters of Business, &c. Letters of Advice, Letters of Recommendation, Letters of Command, Letters of Exhortation, Letters of Congratulation, Letters of Remonstrance, Letters of Intreaty, Letters of Counsel, Letters of Complaint, Letters of Reproof, Letters of Excuse, Letters of Congratulation and Consolation, Letters of Thanks and Visit, Letters of Assistance, Letters of Merriment, Mixed Letters and Answers, &c. With many other Things of the like Nature.*

**A**S I said, Letters, by Reason of their different Ends and Designs, not being altogether to be reduc'd to one common or constant Standard, I shall in the best wise endeavour to satisfy the Reader how, and in what manner they vary, and chiefly under these Heads or Denominations.

I. Letters of *Business* are numerous, as being the Trustees of all the Trading Part of Mankind, and the silent Messengers of their Affairs; nor are they less useful in Matters of State, as having reference to War and Peace; with many other Things of high Concern and Moment.

II. Subsequent to these, I may place those which we call Letters of *Advice*, which we commonly understand by such as are sent to Friends or Correspondents to give them Notice of their own Affairs, or the Affairs of others, wherein they are concerned, or of which we think they are desirous to be informed. Of which sort also are those of an indulgent Parent to his Children, as to the good Govern-

*Rules to be observ'd in writing Letters.* 5

Government of their Lives, and well Managing of their Affairs, &c. And, indeed, these kind of Letters want little Flourish or Preamble to set them off; for the Matter contain'd therein ought to be no more than the plain Sense of the Fact, and are often sent by one Friend to another without being required, in case of any Casualty or Mischance by Water, Sickness, Fire, or the like, when the Party is absent from his Dwelling or Estate; and are indeed much used amongst Merchants to give their Factors or Correspondents in other Countries, an Account of the Prices of Goods, Customs, and Exchanges, that thereby they may regulate their Affairs accordingly.

III. Letters of Recommendation, or Letters Recommendatory, are those that one Friend sends to another to prefer any Person or Business; and therein he insinuates the Honesty or Ability of the Person, and the Employments he is capable of undertaking; and the Reason why he recommends him, acknowledging what is done to the Party as done to himself. And thus Princes do to their Ambassadors, or Ministers of State, when they give them Letters Credential, or of Recommendation. But if a Business be recommended to the Care of a Friend, then there needs no mention to be made of the Messenger that brings the Letter. And so in other Cases.

IV. A Letter Mandatory, or Commanding, is chiefly from a Prince to his Subject, a Master to a Servant, or a Father to his Children, and therein must be expressed the Command that is enjoined, and to which Obedience is required, without any Complimental Prologue. And this may be done frequently (especially if the Case require it not) without any Reason why those Commands are laid; because it is presumed the Party to whom the Letter is sent, is obliged to obey these Commands, and ought not to dispute them.

V. A

## 6 Rules to be observ'd in writing Letters.

V. A Letter *Exhortatory*, is intended to give good Advice or Exhortation, tending to Vertue or a good Life; or to exhort the Party to whom it is sent, to refrain from lewd Company, or any dangerous Undertaking, whether relating to evil Purposes, discommodious Bargains, rash Attempts in Quarrels, War, or other Matters of the like Nature. And this may be given by any Person who tenders the Welfare of the Party, whether there be any Obligation incumbent on him so to do, or not. Or, it may be (if no Malice lie hid under specious Pretences) in case a young Gentiewoman, or any of the Female Sex, be unadvisedly, through Love, or too much Credulity, about to cast her self away, by ingaging in an unequal or unhappy Marriage. And in this Case too, it must be considered as to the Style, in respect to Distance or Familiarity, according to the Equality, or Inequality of the Person to whom the Letter is directed, &c. As hereafter I shall give Directions.

VI. Consenant to these, are Letters of *Remonstrance*, wherein we endeavour to shew the Person offending, the Fault he or she has committed; as also, in what they offended; and in this Case, the better to convince the Offender, it will be convenient, in mild Terms, to lay down and specify the Offence so, that not raising in the Party, by a rough Reprovement, so much of Anger, as may drown or overwhelm his reasonable Consideration in duely weighing the Truth of just Reprehension, he may be brought to confess his Ingratitude and Defect in betraying his Trust, or not performing his Part, answerable to Rules of Honesty, Civility, or Moral Vertue, &c.

VII. Now there are Letters somewhat different from those I have mentioned, which are properly called Letters of *Entreaty*; and the Intent of these



*Rules to be observ'd in writing Letters.* 7

is to request some more than ordinary Favour from a Friend, Parent, or Superior, and ought not much to differ, tho' they may be compiled in a more familiar Style, from a Petition, or Letters Petitory, and yet may indeed be directed as well on the Behalf of your Friend as your self, in requesting any thing that is honest or reasonable, but must be penn'd in plain and obliging Language; and tho' in an humble Strain, yet not forgetting to extoll the Bounty, good Nature, and Commiseration of the Party to whom you write; and moreover, to urge the Necessity of your Request, and the Advantage you or your Friend are, in all Probability, like to gain by it, if granted, &c.

VIII. Letters of *Counsel*, which indeed are, in Effect; the same with those of *Advice*, are either given by way of Advice to such as desire them, or sent to those that have not requir'd them. As thus, The first may be from a Lawyer to his Client, in Case of important Matters, Controversies, &c. or from a Divine to any one that is troubled in Mind, by reason of any Scruple or Doubt of Conscience, &c. And so in many the like Cases: And the second may be sent from a Father to his Son or Daughter, to encourage them in, or dissuade them from such and such Undertakings, and may in the like Case be very suitable from one Friend to another. But then it is requisite before you proceed to give your Advice, that you make an Apology to excuse your Insufficiency, for your undertaking to give Counsel undesired; yet, wishing that what you persuade, being strengthened with Reasons drawn from Experience and sound Judgment, may prove successful and advantageous, if allow'd and follow'd; or that otherwise you may obtain a Pardon for your Insufficiency or Presumption.

IX. Letters of *Complaint*, are usually such as are sent to any that has offended us, and yet we are willing to forgive, if the Party offending will acknowledge



8 *Rules to be observ'd in writing Letters.*

knowledge the Offence ; as when I come to Examples of this kind, I shall plainly demonstrate : Or they may be sent to a third Person, as to a Father to complain of his Son ; or to a Master, to complain of the Injuries his Servant has done. But in all these, Modesty and Moderation must be used, by which means you will sooner mollifie the Offender and gain Satisfaction : But if he after this persist in his Obstinacy, then you may justly send a Letter of *Reproof*, if not altogether break Friendship with him, seeking by other means your Satisfaction, if any great Injury or Outrage be done you ; but not before you have by all fair ways requested, and demanded Redress from the Party himself, or from those in whose Jurisdiction he is, &c.

X. A Letter *Reprobatory*, or of *Reproof*, ought to be directed to one who has carried himself ungratefully towards you ; notwithstanding your Diligence and Industry to serve and pleasure him as his Occasions required ; and in this Case you may with gentle Words first begin your Letter ; as, ' Sir, I wonder you should so forget your self, as to sully your Reputation with Ingratitude, the very blackest of Crimes ! ' or so as to injure him who makes it his Study to deserve better at your Hands. Surely, if you can but call to Remembrance your Protestations of sacred and inviolable Friendship, and the many Obligations I have laid upon you, together with the Zeal with which I still strive to convert you to a better Understanding of your self, and the worth of a good Man, you will assume your fading Virtue, and give me Cause by a publick Acknowledgment of your Defect in this kind, to think it proceeded rather from an unwilling Oversight, than from any voluntary Moroseness or Depravity in Affection towards your Friends, &c.

XI. Letters *Excusatory*, or of *Excuse*, are such as are sent to excuse a Fault, Defect, or Neglect, or false

*Rules to be observ'd in Writing Letters. 9*

False Accusation, and are generally written in Answer to some Letter or Charge, wherein the Writer must either acknowledge the Fault, and confess himself sorrowful, laying the Stress of the Commission of it either upon his Imbecility, natural Weakness and Depravity, or on some Oversight, &c. or denying it, must insinuate the Misunderstanding that created the Accusation through false Reports, or the like; and that he hoped well, that Credit would not have been so lightly given to malicious and scandalous Persons, whose main Design it is to create Divisions, and separate Friends, by undermining their Friendship; but still hopes, when Time shall bring forth her Offspring. Truth, to fight, those Calumnies will vanish, and those who gave them Birth, be obliged to confess they proceeded from an evil will, to which Honesty and Truth are altogether Strangers, &c.

XII. Letters of Congratulation, are such wherein we express our Joy for the Welfare and happy Success of our Friends and Relations, in what manner, kind, or station soever it befalls them; whether in Access to an Estate, Improvement in Trade or Adventures, happy Marriage, Birth of Children, Recovery from Sickness, Escape from any imminent Danger, Advancement to Place, Office or Dignity, and the like; and in this Case we must express a more than common Joy at the Prosperity of our Friends: As thus; *Dear Sir, (or Sweet Madam, if to a Woman) The welcome News of your good Luck, or Advancement, had no sooner reach'd my Ears, but my Heart was filled with Joy, expressing the real Satisfaction it conceiv'd thereat, to a Degree that could not be surpassed, had my own Lot fallen in so fair a Land; for, let me tell you, where True Friendship abounds, it so firmly unites the Souls of Men in the Bands of reciprocal Amity, that whatever the one possesses in Reality, the other no less participates in Imagination and*

10 *Rules to be observ'd in Writing Letters.*

*real Contents; and the Honour done to the one, redound to the other, &c.* Having utter'd these or the like Expressions, it will be highly convenient to say something in Commendation of what principally occasions your writing, commenting upon it as it bears, according to the greatness or smallness of Property or Perfection, &c.

XIII. On the other Hand, Letters of *Consolation* or *Comfort*, are written to Persons in Distress, to raise and revive their drooping Spirits, with whom you give some Counsel and Advice, when any Calamity (such as a grievous Sickness, Loss of Friends, Estate, or the like) befalls them. And then the greatness or smallness of the Loss or Affliction, ought to be considered, and the Words suited accordingly; for if the Loss be great, we must insinuate, that we being so much touched with so great a Calamity, cannot but participate with our Friend therein, by condoling his Misfortune; and as we shared in Joy, so we cannot be no less in Sorrow; that so the mighty Stream being divided into sundry Channels, may flow more moderately: For as true Friends ought to participate in Joy, so in Sorrow ought they to be equal Partners. But if the Cause of Grief be not great, you must use Arguments and Reasons strive to divert it, by laying before him or her to whom you write, the ill Convenience of that Grief, which by its immoderate flowing, gaining Ground, must consequently weaken the Nature, and impair the Health. And further, that it demonstrates Weakness of Judgment, and more of Courage, to let the Spirits sink so low. And in Conclusion, admonish your Friend to recollect himself, putting him in mind of some such Sentence, *viz.* 'That no Sorrow is available but Sorrow for Sin; forasmuch as any other impairs the natural Health of the Body, and depresses the Mind. But Sorrow for Sin, though it impairs the Body, feeds the Soul with Hopes of everlasting Life, &c.'

XIV. Let

Letters.  
ne, read  
or the  
nt to sp  
princip  
it as it  
ness of  
Consola  
Distress,  
with who  
lamity  
te, or  
or sma  
confide  
for if  
we be  
but par  
ing  
ve can  
am be  
more m  
participa  
Partne  
must  
y laying  
I Conve  
ate slow  
weak  
er, th  
more  
And  
ect him  
tence  
Sorrow  
e natur  
nd. Be  
y, feel  
&c.  
V. Le

## Rules to be observ'd in writing Letters. II

XIV. Letters of *Thanks* are such as are sent to some Friend for a *Kindness* receiv'd, which must after some short Compliments, be expressed in the most obliging manner; the Expressions always suited to the Quality of the Person, and Value of the Favour received; alledging, how seasonably it fell out, acknowledging both the Value of the Favour, and the Worth of him that vouchsafed it; promising that it shall no sooner be in your Power, but you will with all Diligence retaliate it, and 'till then will never suffer the Thoughts of it to slip out of your Mind; which will be a Means farther to endear the Party to your Interest. You may likewise, if you see Occasion, use these or such like Expressions; viz. *Sir, since it hath pleased you, more out of your own Inclination to do Good, than any thing that my Deserts dare so much as pretend to, to confer this Favour on me; what shall I say, but that the Obligation you have laid on me is so great, that Thanks is but a poor return? Wherefore, in some measure to requite your Kindness, my Endeavours must be turned to your Service in all that may possibly render you Pleasure and Profit; and not only you, but all whom your good Nature lists amongst the Number of your Friends, that so I may at least imagine I pay you the Interest of your Kindness, tho' I acknowledge my self altogether unable to return you the Principal. &c.*

XV. A Letter of *Visit*, commonly so called, is to no other Purpose, than to excuse our Absence, as having been detained through Business, Sicknes, Extremity of Weather, cross Winds, or the like: And then to express some Sense of Sorrow for absenting our selves so long, or not having had the Opportunity of paying a Visit in Person, (that our good Meaning might not be misconstrued) we send a Letter, as a true Messenger of our intire Affections, desiring at any Rate to have an Answer; and that on our Part we will be no ways forgetful of Writing, 'till

## 12 Rules to be observ'd in writing Letters.

Heaven will favour us with a Season to express our Gratitude by Word of Mouth, which above all Things desire to do, that so we may communicate such Things as a Letter, by reason of the many Casualties that may happen, is not worthy to be trusted withal; and that 'till then, our Recreations seem to us but as drowsie Phan'asms, how pleasant soever they may appear to others, and the Wheels of Time seem scarce to move, each Day seeming a Month, and each Month Year. And so you may go on in other the like Expressions; Examples of which I shall hereafter lay down.

XVI. Letters of proffer'd Assistance, are properly sent to such Friends as we are conscious stand in need of our Help, yet are either ashamed to require it, or doubt whether they should be successful if they should; so that to cover or prevent the one of these, and fully resolve him in the other, you may in your Letter, declare how much you find your self afflicted with his Adversity and Want, yet cannot but inwardly rejoice, that it lies in your Power to relieve and support him; and that, tho' he may have Friends of large Ability, yet none shall be readier than your self to expose your Person and Fortune, in the Recovery of his Welfare; and that he shall see you a true Friend, and not like some, who imitating the Swallow in the Summer of Prosperity, sing to his good Fortune, and charge forth their flattering Praise; but when the Winter of Adversity comes, take Wing to seek a warmer Sun. And so you may proceed to intreat him that he would instruct you wherein you may serve him: and thereby your Diligence, and speedy Compliance, he may judge of your Zeal and good Wishes towards him.

XVII. Letters of Merriment, Jocularity, or Raillery, are divers, and frequently suitable to the Humour of the Party that writes them, or his that is to receive them, and sometimes to both; which gives me no certain Ground for any set Form. Yet the



the way ; It is very unseemly to send any such  
Persons with whom you are not familiar, or of  
whose good Liking you stand in doubt, lest what  
you imagine may please them, be taken by them  
for an Affront, and you, by that means fall under  
their Displeasure. You must also, if you would be  
counted vertuous, avoid Obscenity, and too much  
imposing of unseemly or unseasonable Jokes, even  
upon your Friends, lest thereby you forfeit their  
Friendship : To prevent which, and the like Ill-  
conveniency, I shall in the Sequel insert divers Let-  
ters, by which others may be modell'd, suitable to  
any Occasion of this kind.

XVIII. There are Letters which are generally  
called *mixed Letters*, and they are such as contain  
Things of different Subjects, as many Things at  
once, depending both upon Love and Business, and  
are generally suited to the Humour of the Writer.  
Wherefore having given the best Directions to ena-  
ble any Person to compile or indite the most useful  
and material, I doubt not but by observing them,  
an easy Capacity may be enabled to begin and end a  
Letter mix'd with any coherent, or incoherent  
matter, ever observing to make a Break or Section,  
at the End and Beginning of the different Subjects,  
putting them by themselves, as it were in Para-  
graphs ; or if the different Parts requires not many  
Lines, it may be under-written, by way of Post-  
script, &c.

XIX. As for *Answers* to Letters, they are such as  
are grounded upon preceding Letters, and must be  
ordinarily writ in Answer to what is proposed or  
required therein. If it be in case of Business or any  
urgent Affair, every material Thing requires a pun-  
tual Answer ; but in case of Love, and Things of  
little Moment, Answers in general may serve, as  
will appear at large hereafter.

# Choice LETTERS

ON

Sundry OCCASIONS:

*After the Newest and most Modish Way of Compiling or Inditing, exceeding Pleasant and Profitable; and may serve as Instructions or Examples for all young Gentlemen and Women: As likewise all others, to bring them to the ready Way of Writing LETTERS well, and with Commendation.*

**H**AVING given Directions for the better Understanding the Nature and Matter of Letters, I shall now proceed to the Letters themselves; and in them observe a true Method, with as much Brevity as they will reasonably bear; and after that, speak more plainly of other Matters necessary to be known in this Case; as, Suitable Super and Sub-scriptions, Titles of Honour, and civil Respect due to Persons of all Qualities, with Directions for folding and making up Letters, with many other Things both pleasant and profitable. And now, seeing the younger Sort of either Sex, for their better Accomplishment in Learning and Civility, must stand in need of ready Instructions to compile and frame Letters that may redound to their Credit, I shall begin this useful Treasury of choice Examples, with what may best suit

suit their Capacities and Affairs, and so by degrees rise to matter of such Moment, as may be of universal Concernment. not to be rejected even by those who pretend the greatest Skill this Way.

*A Letter of Intreaty from a Son to a Father.*

*Ever Honoured Father,*

I Send this Letter as an humble Suiter on my behalf (though I must confess, no Merit in me, did not your tender Affections plead my Cause, could ever have deserved the least part of what I have already receiv'd, to entreat you to procure me those necessary Cloaths and Books of which, being in need thereof) I gave you an Account the last time I had the Happiness to lay my self at your Feet, and offer you my Tribute of Duty and Thankfulness: Which indeed is all the poor Return my tender Years are as yet capable to make, for the many Favours of Love that you have from time to time heaped upon me: And, honoured Sir, if this my Request may move you to fulfil it, I would farther entreat you to let me have them by the first Opportunity of sending, that they may the sooner rebound to my Credit, and to my Advancement in Learning. But however, submitting to your Discretion in this and all other Things, I shall rest satisfy'd, and subscribe my self, as in Duty I am bound,

*Your most Obedient Son,*

J. S.

*A N O T H E R.*

*Honoured Sir,*

As a Beggar, who having often received Alms, is yet imboldened by Necessity to intrude upon the Charity and good Nature of the Hospitable Donor; so I, by my urgent Occasions, am enforced to

16 *Choice Letters on several Occasions.*

this Importunity, tho' I must own with Blushes, could I by any Means have avoided it, by furnishing myself another way, I had willingly declined it; but being in a strange Place, destitute of Employment, and my Money failing, I could think of no other way for my present Relief and Support, than once more to trespass upon your good Nature. Sir, a small Matter will suffice: But herein, and in whatsoever else it is proper to submit to the Determination of a Father, I rest at your good Pleasure; and with the most grateful Acknowledgment and thankful Sense of what I have already received, continue to be,

*Sir, Yours in all Obedience and Respect,*

G. C.

*Another of Intreaty from a Daughter.*

S I R,

**M**Y long Absence from you and my dear Mother, has not been a little tedious to me, though I have not been wanting to comfort myself, as much as the Discretion of my tender Years will allow, with your frequent Communication of your Health and Welfare, by way of Letters or otherwise: For the Continuance of which, I am not forgetful to offer up my Vows and Prayers to him, who is only able to continue them; yet, being separated from you almost in my Infancy, I cannot but fancy that returning to you again, would raise in me a greater Joy, though indeed where I am I want for nothing that is fitting or seemly, nor am I insensible that it is for my Good you sent me abroad; especially that by Learning I may, as I grow in Years, grow likewise in Understanding. But however, Sir, I hope it would not much prejudice me, if you would be pleased to grant me Leave to come home for a Time, in which Time I should not yet neglect to make a further Progress in what I am so well initiated. But, knowing it my Duty not to

dispute

dispute your good Pleasure, I shall no further insist upon it; but rather if I have offended, beg your Pardon for what I have written, and remain to be disposed of on all Accounts, as you in your Wisdom shall think convenient,

*Your most dutiful Daughter,*

E. G.

*A Letter of Intreaty to continue abroad.*

*Honoured Sir,*

I Have received your Letter, wherein I find you have laid your Commands upon me to return Home; and tho' it is not for me to dispute them, yet with Submission, suffer me humbly to assure you, That I am so sensible of the Advantage I have gained since I have been Abroad, both in Learning and other Qualifications, that I cannot but imagine, were you made sensible, not only of what I have already gained, but what I may further acquire by a longer Continuance, you would rather bear with my Absence, than any ways be desirous to put a stop to so advantageous a Progress: Wherefore let me intreat you, Sir, not to be offended, if I crave Leave to stay where I am, only so long as to receive a second Letter from you, in which, whatever your Pleasure shall be, without any further Delay, my ready Obedience shall speak how much I honour so good a Father: And so, hoping you will condescend to grant this one Request, I subscribe my self,

*Your obedient Son whilst I am,*

B. E.

*A Letter of Thanks for a Kindness receiv'd.*

*Most Bountiful Sir,*

HOW can I without Blushes make you so poor a Return as Thanks for the many and weighty Obligations you have laid upon me? Yet, though I be wanting in making an Acknowledgment of

B 5

your



18 *Choice Letters on several Occasions.*

your Kindness, not only you, but all Mankind, might justly tax me with Ingratitude, from the Imputation of which, above all other Crimes, I desire to be most free. I must intreat you therefore, to suffer this my slender Offering to approach you, and in some measure insinuate it self into your good Opinion, 'till such time as my Abilities may speak louder, what my Desires with Willingness are framing : And so, Sir, with all imaginable Respect, begging to be excused for my no better Performance, I must, 'till a more seasonable Opportunity of Requital offers it self, lie under the Weight of your Favours, and subscribe my self,

*Your most thankful and obliged Servant,*

J. R.

A N O T H E R.

S I R.

**Y**OUR Goodness binds me to you in all Thankfulness and Respect, more firmly than the strongest Chains can : Nor do I render you this Duty for what your liberal Bounty has showered upon me, seeing that might rather charm me into Silence, as being altogether incapable to make any suitable Returns ; but to let you indeed know I am not forgetful of them ; and will rather lose my Life than suffer the Remembrance of them to pass out of my Mind ; for although to lessen the Sorrow I conceive at my not being qualified to serve you, I flatter my self that you was first satisfied in doing what I deserved not ; yet I find the Power of your obliging good Nature, work so forcibly upon my Mind, that I am constrained to beseech you, notwithstanding, to give me Liberty to importune you to lay your Commands upon me, that, at least, by the Innocency of my Obsequence, you may judge my Zeal to serve you ; and I may conceit I do you some Pleasure, when it is not worth, perhaps, your

Notice,

Notice, as being ambitious always to subscribe my  
Self,

Sir,

*Your most humble and faithful Servant,*

D. D.

*A Letter returning Thanks to a Mother.*

*Loving Mother,*

I Have received the Things you expressed in your Letter, and find my self highly bound in general and particular Obligations, to return my hearty Thanks, and express the true Sense I always have of your Care and Tenderness towards me, which makes me wish it in my Power to make a larger Acknowledgment; but seeing that Wish cannot bring forth the desired Effects, I must humbly beg you to accept of my good Will and dutiful Affections towards you, together with my Prayers for your Prosperity, and whatever else is in my weak Power to wish or imagine, hoping in a short time to be with you, that I may give you the same, or any other Satisfaction of which I am capable by Word of Mouth: 'Till when, I lay my self in conceit at your Feet, and remain,

*Your dutiful Daughter,*

*To obey your Commands,*

M. G.

*A Letter of Thanks returned for the Advancement  
of a Party.*

S I R,

BY the Influence of your Recommendation, I have obtained my Desires, and therefore, in Gratitude, must return you my hearty and unfeigned Thanks: Nor is my Soul so mean to conceive these Lines can make Satisfaction for such a Kindness; but being all at present that my Ability or Business will put in my Power to offer, as an Acknowledgment of your Favour, I will henceforward study by what more effectual Ways or Means I may be able to do you some Service, that  
may

20 *Choice Letters on several Occasions.*

may be worthy your Approbation ; till when, I shall only desire to subscribe my self;

*Your devoted Servant,*

B. C.

*A Letter of Thanks for a proffer'd Kindness.*

S I R,

**L**ET me first beg your Pardon, before I tell you that I must make my self so unhappy as not at present to stand in need of your Kindness, and, I dare say, unfeigned Proffer of Love and Assistance, Indeed, my Necessities, not many Days since, did require it ; but I suppose, before they reached your Ear, I was supplied by another Hand ; yet should not I pay you the same Acknowledgment for the Care you express of my Welfare, as if you had really accepted the Kindness. I might with good Reason be termed ungrateful, and not worthy to be numbred in the List of your real Friends : Wherefore I resolve whilst I live, not only to confess your Kindness, but to remain;

*Turs to serve you in what I may,*

J. J.

*A Letter of Thanks, in Answer to one Congratulatory.*

*Kind Sir,*

**I** Received your Letter, whereby I understand you have heard of that Happiness, that Providence and my Friends have been in a high measure instrumental in promoting me to. I must confess, had I been so presumptuous as to insist upon any Merits of my own, I might not only have been liable to the Censure of the Judicious, but have altogether missed of my Expectations : Therefore for that part of your Letter, I must in all Friendship beg your Excuse ; yet knowing your Good-will and Affection towards me, I will rather conceive that it proceeded from cordial Love, and your good Nature, than from Flattery, or any Design of Jecularity. And therefore

returning

*Choice Letters on several Occasions.*

returning you all the hearty Thanks that a true Friend is capable of expressing, I remain,

*Your most obliged Friend to serve you,*

J. K.

103

*A Letter of Thanks to a Parent for good Education.*

*Dear Father, &c.*

**T**HAT I am infinitely bound to you for your tender Care, in bestowing such Learning on me as has qualified me for an Employment, wherein I need not fear to subsist, for which I finding a more than ordinary Benefit, I must ingenuously confess that my Time in acquiring it was well spent, tho' then, as too many Youths do, I thought it tedious and irksome; by which it plainly appears, that young Scholars are in the Case of sick Persons, who in the height of their Diseases, or in the Weakness the Distemper has occasioned, loath and detest wholesome and nourishing Food, which in Health, or upon better Consideration, is more savoury and consolable. Or like those who in the Jaundice, cannot discern the true Colour, but imagine every thing to participate of that of the Distemper; yet when the Eyes grow clear, their Judgment is reform'd: Wherefore, I cannot but hold my self as much beholden to you for my Education, as for my Being; and therefore thro' a more than ordinary Sense of Duty and Gratitude, must acknowledge my self,

*Your obedient Son and Servant,*

T. P.

*A Letter of Advice to a Friend.*

*Sir,*

**U**nderstanding you have left the Town, I thought it convenient to inform you how Things are carried on; especially in relation to Trade, a particular Account of which, I have inclosed in this Paper. I would indeed have communicated

22 *Choice Letters on several Occasions.*

cated it to you in Writing, but that I found it done to my Hand. Our Friends are in a perfect Fruition of Health, and kindly present (especially such as I have had lately the Opportunity to converse with) their Love and kind Respects to you, and your good Lady. As for your Affairs in London, as far as I can see, or inquire into them, they go on prosperously; and for News, we have none of Moment: Wherefore not to trouble you with a tedious Epistle, I only make it my Request, that a good Correspondency may be maintain'd between us as heretofore; and that I may still be ranked in the Number of your Friends, desiring always to be, whilst my own,

*Yours in all Friendship and Respect,*

J. E.

*A Letter of Advice to a Friend, &c.*

S I R,

THE Cause of my writing (tho' the News, perhaps, may be unwelcome to your Ears) is to let you know that T. B. of D. with whom I understand you had considerable Dealing, is dead, and has left, as I farther hear, his Estate and Effects much incumber'd and imbezzell'd, to the no small Admiration of his Neighbours, who all along imagined it far'd with him far otherwise; tho' indeed it is a common Saying, *That few know what a Man is worth 'till he dies.* This, tho' unrequir'd, I thought fit to advertise you of; and so leaving the further Prosecution to your Discretion, whom it mainly concerns, I remain,

*Your Friend and Servant,*

B. M.

*A Letter of Advice relating to Law Business.*

Mr. F.

IN the Business you intrusted me withal, I have made such a Progress, as I hope will give you the Satisfaction you desire. Indeed I have taken no small



small Pains and Trouble ; but to so good a Friend as your self, I think my Time and Labour well bestowed. Your Writings and Evidences I have consulted, and find them effectual, and extraordinary material to the Purpose ; so that the next Term you may expect the Issue : 'Till when (unless I have the Opportunity of being happy in your Company before) I rest,

*Your loving and careful Friend,*

C. D.

*A Letter of Request, or Recommendation, to entertain a Friend.*

S I R,

**R**Elying upon your ancient Friendship, I have made bold to recommend to you, as a trusty and faithful Servant, the Bearer of this Letter ; he is a Person whose Parentage and Education are well known to me, and therefore you may take it on my Word, that he is honest and fitly qualified to undertake any of those many Affairs that you have Opportunity to imploy him in. Dear Friend, I do desire you to entertain him as he deserves ; and in so doing, you will not only profit your self, but pleasure him who is

*Your unfeigned Friend, Well-wisher,  
and most humble Servant.*

R. B.

*An Answer to the foregoing Letter.*

Dear Friend,

**I** Have received your Letter, and find by the Contents you have been careful in providing a Person suitable to my Occasions ; for which Diligence, I must own my self much obliged to you : As for the Person, I take him as you recommend him, viz. Honest and fitly qualified, and shall more-especially  
for

24 *Choice Letters on several Occasions.*

for your sake, use him in such a manner, as he shall have no cause to think any thing but well and honourable of your Recommendation and my Entertainment : And so, 'till a farther Opportunity of expressing my Gratitude, I rest in all Friendship,

*Yours to serve you,*

A. D.

*A Letter of Thanks from a Scholar to his Master, &c.*

*Honoured Sir,*

SINCE I find how happy I am made on sundry Accounts, by the Learning your Care and Diligence instilled into my early Years, how ungrateful should I prove, tho' I am removed from under your Tuition, if I should not make an Acknowledgment, tho' it be but of this slender kind, even in writing to you to let you know that I can sooner cease to be, than to forget the Man by whose Means I have received so many singular Benefits ; for indeed, if we did rightly consider those that truly make us Men, by polishing and refining our rough Nature with Arts and Sciences (for Man in himself, naturally is rude and boistrous as the Ocean, not knowing how to calm his Passions and bring them under, till sound Judgment takes place ; and he, by rightly understanding himself, grows into hatred with what before seem'd comely and commendable) we should endeavour, by all possible Means, to honour and respect them. Therefore, Sir, next to Heaven for giving me a Being, I pay my Acknowledgment to your self, and shall at all times be ready, in what I can, to retaliate, in some measure, your Care and Diligence, ever being proud to subscribe my self,

*Sir,*

*The humblest of your devoted Servants,*

G. L.

A

*A Letter of Acknowledgment to a Person of Note,  
for a Benefit received.*

*Worthy Sir,*

**I**F an Expectation remain in you, of receiving Thanks for any other Satisfaction, worthy the Favours you have been pleased to heap upon me, I must beg you to direct me how, or by what means I shall raise them to a degree suitable to be accepted ; for truly, Sir, I must ingenuously confess I am altogether at a Loss to know by what means I shall make so large an Offering ; for I am very conscious in my self, that my Words and Ability jointly strained, even to the highest pitch, must needs be wonderfully deficient ; so that all my Comfort is to consider, that Generous Actions carry their own Recompence in themselves ; and therefore am inclined to believe, that my continual Acknowledgment of your Generosity may atone for my further Inability. In confidence of which, I ever shall take pleasure to subscribe my self,

*Sir, Your most Humble,  
and most Obedient Servant,*

C. N.

*A Letter of Congratulation.*

*S I R,*

**T**HE News of your Advancement no sooner reach'd my Ear, but I found a Spark of Joy shoot through my Soul ; which kindled in me such a Flame of Love and true Affection, that I could no longer contain my self, but was constrained to let you know it. I hear, Sir, by undoubted Report, that you are raised to the Dignity of—— And that you notwithstanding, like one in whose Soul true Generosity reigns, scorning to be puffed up with Pride, or towering Ambition, are still, as far as the Character you bear will permit, the same in kind Respect and condescending Goodness to your Friends ; amongst which Number I beg the Honour ever to be

con-

26 *Choice Letters on several Occasions.*

continued, as knowing a great part of my Happiness consists therein, especially when I consider your Affability and condescending Meekness, from which I may be bold to presage, That the Honour to which you are advanced, will be rather graced by being possessed by you, than you by possessing it. But, Sir, not to trouble you in the Midst of your great Affairs with a tedious Epistle, I shall only say, That I could not have heard of any thing on Earth, that could have administred greater Satisfaction to my Mind; and that it shall be my continual Wish, That you may still rise high as your Merit, and that Peace and Prosperity may never be Strangers to your Dwelling. And so, humbly assuming the Liberty to acknowledge myself the Honourer of your Virtues, I remain,

*Sir, Your most obliged, and  
most devoted Servant,*

S. K

*An Answer to the Letter of Congratulation.*

S I R,

**A**FTER having told you, That the Expressions with which you accosted me, proceeded more from your Generosity, than any Merit in me, I cannot but pardon that in you, which I should have taken in another as too much favouring of Flattery; because I am convinced, that thro' the Vehemeney of your Affection, it proceeded from your good Meaning: It is true, Sir, as to what you have heard of my Advancement; for which I must, with all Submission, pay my due Acknowledgment to the Fountain of Honour from whence it proceeded; ascribing it solely to the innate Goodness of the Royal Favour, as not daring so much as to imagine that any Service I am capable of doing can merit so great a Trust, though my Endeavours shall never be wanting in any Thing that is Just and Honest. And if it raises any Joy in me, it is to think that in the Station I am, it may, at one time or other, lie in my Power to serve my Friends, and more-  
espe-

especially your self: And so Sir, desiring our mutual Friendship may continue, I subscribe my self,

*Your faithful Friend, whilst I am,*

T. G.

*A Letter of Congratulation from a Son to a Father upon his Recovery from Sickness.*

*Honoured Sir,*

**H**AVING Yesterday received Advice, That you are recover'd from your tedious and dangerous Distemper, I embrace that welcome News with Tears of Joy, more than my Pen or Tongue can express; and how could I do less for the Welfare of a Father whose Affliction I had so long bewail'd, and for whose Ease and Relief I had put up so many Vows and Prayers to Heaven? For always, where the Sorrow is great, the Joy that expells it must needs be so. I would indeed have waited upon you many times, and with all the officious Duty of an obedient Son, done what in me lay; but understanding your Commands were to the contrary, I durst not presume to disobey you, lest by the Disturbance it might have occasioned, the Passions of the Mind might have augmented the Distemper: Wherefore seeing you are happily recover'd, my Joy is not thereby lessen'd, but rather increased; and so continuing my Prayers for the Preservation of your Health restored, I am resolv'd to obey your Commands in all Things, and subscribe my self,

*Your most dutiful and most obedient Son,*

S. S.

*A Letter from a young Gentlewoman at School, to her Mother; or, a Letter of Intreaty, &c.*

*Dear Mother,*

**A**FTER my Duty in the humblest manner presented to you, and my kind Love to my Relations and Friends in general, in these subsequent Lines



28 *Choice Letters on several Occasions:*

Lines I have presumed to put you in Mind, that it was your Pleasure the last Time I had the Happiness to see you, to tell me you would give speedy Orders for my learning to dance, and play on the Musick: but no such Order having yet been given, the length of the Time induces me to believe the Remembrance of your Promise, through the Multitude of Business, may have slipped out of your Thoughts. However, the great Desire I have to learn them, has imboldened me to intreat you, that with the first Conveniency you would be pleased so to order it, that I may lose no Time, seeing I have already made a considerable Progress in what else the Variety of our School affords: And indeed, those that are younger than my self, are good Proficients in what I have mentioned: Wherefore, dear Mother, let me, by all the Ties of tender Love, intreat you once more not to delay me any longer than the first Conveniency will admit of your coming over, and in the mean while it will be convenient that you give Order for such Necessaries as will be requisite on the Occasion: In which you will infinitely indear her, who lives but to pleasure you, and is,

*Your most obedient Daughter,*  
*The A N S W E R.*

E. H.

*Daughter,*

I Have received your Letter, wherein you press me the Performance of my Promise of which I am no ways forgetful: But your Cousin N--- having been much indisposed these several Weeks last past, and being committed to my Care, I could not have the Opportunity to be with you, tho' dear Child, my thoughts have often accompanied you; nor am I ignorant what is convenient for the Accomplishment of the Female Sex; wherefore rest contented for a few Days, and you shall find my Promise made good. As for the Necessaries that are suitable to what is intended,

*Choice Letters on several Occasions.* 29

And, I have already given Order, and you need not to doubt of my Care to provide all Things convenient, that you may hereafter have Occasion for ; and so at present taking my leave, I rest

*Your affectionate Mother,*

M. H.

*A Letter from an Apprentice to his Father.*

*Most indulgent Father,*

**T**Hese are humbly to satisfy you, That I am not a little pleased with the Trade you have put me to, nor less with the good Usage I find. Indeed I found it somewhat irksome at first to be separated from your Self and my dear Mother, &c. being withal in a strange Place : But Time and good Conversation have banished those Thoughts, that made a melancholy Impression upon my Mind, and now I am full of Vivacity and Liveliness, studying nothing more than to please those that have the Command over me, by carefully and faithfully regarding the Business I am put to, without Delay or Regret, as considering that it will be my own hereafter. And thus, Sir, in Compliance with your Command, when you left the Town, I have sent you this Letter, desiring with all Submission and dutiful Observance that a Son can express towards so good a Father and Mother,

*To remain at your Disposal in all Things,*

T. B.

*A Letter to ask Pardon for a Fault, &c.*

*Dear Madam,*

**I**F the Confession of my Crime, or the hearty Sorrow I conceive at the Sense thereof, can work in you any Compassion, then have I some glimmering of Hope that I shall be forgiven. Consider, Madam, that the Punishment I inflict upon my self for my having offended so much Goodness, is not the least, although what I did was rather through the fierce Emotion of an unruly Passion, than any thing proceed-

30 *Choice Letters on several Occasions.*

ceeding from my free Will : So that if the thing rightly stated, it was rather my Misfortune than my Fault ; yet I will own it mine, and not stick at any Penance that may be a means to obtain my Pardon. O consider that it is the Nature of Heaven to forgive true Penitents, when they humbly beg for Mercy ! And can you be more severe ? If so, what shall I say ? At least nothing shall be wanting on my part to oblige you to Forgiveness, and let you see, that I know at least how to repent, tho' you know not how to forgive, and ever to remain,

*Your most sorrowful Servant.*

*The A N S W E R.*

J. S.

S I R,

I Have received your Letter, in which you confessed your Offence, which indeed is more than I expected, considering the Humour you were in the Night before ; and find likewise you endeavour to excuse your self in part, by saying the Offence proceeded from a sudden Rashness : I know not indeed whence it proceeded, but sure I am, it was no ways pleasing to me. However, since I have once reckoned you amongst the Number of my Friends, you shall find that my good Nature cannot degenerate so far from its true Standard, as to cast you off for one Offence. Wherefore, as to my particular, I freely pardon you, and desire God to forgive you, But, Sir, by Way of Caution, and let me tell you, That such another Fault will, past all Adventure, cancel the Affections of her who is yet content to subscribe herself,

*Your Friend to serve you,*

A. C.

*A Letter of Consolation to a Friend, &c.*

S I R,

I Hear, indeed, that you have lost a good Father which might truly raise a Tempest of Sorrow even in the most obdurate Mind : therefore, as a Cordial to allay that Storm that needs must arise in  
so

tender a Breast as yours, I send this Letter both to condole and comfort you; not that for so great a Loss I expect you should not grieve and pay the tribute of your Eyes: No, I must have you weep and sigh, and sit a while in the Shades of Sadness; but let me tell you, I would have you, as much as the manly Sense you are endued withal will contribute, to moderate the unruly Passion, that it may not altogether overwhelm your Noble Faculties, considering that he for whom you mourn, rests from his Labours, and partakes in Bliss, the Rewards that are prepared for such that live like him. Therefore, when no natural Affections are prevalent and forcing, their Restraint will, in spite of all Resistance, gush forth in Tears. Let those happy Considerations, by the Assistance of Time and Season, gently, and by Degrees, put a Period to your Affliction. 'till when I shall not cease to bear a Part in all that afflicts you, and subscribe my self,

*Your unfeigned Friend to serve you,*

P. G.

*A Letter of Consolation to a Mother, upon the Loss of her Son.*

*Dear Madam,*

**B**E more moderate in your Lamentation, than to afflict your self for what is past Recovery: For that blessed Soul, that by this Time is mounted far above all Miseries, Troubles, and Cares, that it must consequently have met withal in this World. Consider the Royal Prophet, who whilst there were Hopes of Recovery, not only mourned, but used all the Means to preserve his Son; but being dead, his princely Sorrow ceased, as not thinking it fit, like those that are without Hope, to mourn for those that are past Recovery. Dear Madam, then let the Intreaty of your Friend, who shares by Sympathy equal in your Afflictions, prevail with you to moderate this mighty Stream of Grief, which otherwise

32 *Choice Letters on several Occasions.*

wife, by the weakning Nature, cannot but impair your Health. O think were he alive for whom you mourn, the sight of those Tears would more affect him than all the Pains he felt: Therefore, let me advise you, by that share of Friendship that I justly claim, to calm the Tempest this sad Loss had rais'd in your tender Breast, and rest assured that one Day you will find in Joy him whom you lost in Sorrow, and so, leaving you to the Protection of Heaven, continue to be

*Your affectionate and cordial Friend*

J.

*Another to a Gentleman upon the Loss of his Wife.*  
Sir,

**I**F all the Tyes of our mutual Friendship and Affections, have any Force or Power to conjure or compell you to oblige your Friends, let my Request meet a suitable return, which carries with it nothing but what tends to your Welfare, desiring you to be careful of your health, which I understand is much impaired and lessened by the immoderate Sorrow you conceive for the Loss of your dear Consort. Indeed I must acknowledge you are bound to shew some Concernment for being depriv'd of so valuable a Treasure: Yet being gone and past Recovery, what avails it you to run into such Extremity? You may indeed object, That you cannot pay too many Tears to the Memory of one who deserved so well, and that you now, being out of Love with all worldly things, desire nothing more than to lodge your Body in the Grave, whilst your immortal Part ascends to make an inseparable Union with hers in Bliss. Ay, but consider, Sir, the remaining Parts of her that live: consider those sweet Babes she hath left behind, as for many Pledges of her Love, and think she lives in them, and whilst you spare your self to do them good, you still are pleasuring her. I indeed might urge more, but knowing you judicious enough to

com-



*Choice Letters on several Occasions.* 33

comprehend what is convenient for your good Estate and Welfare, I subscribe my self.

*Your hearty Well-wisher, and faithful Friend,*

C. B.

*Letter from one Friend to another, to claim a Promise.*

*Dear Friend,*

I have long delay'd to put you in mind of your promise; neither, perhaps, had I done it now, if not my Occasions required it: For, indeed, though by your own Accord you made the Proffer, yet know-  
ing no Obligation I had laid upon you, that deserved great a Favour, I could not, neither now do I think, without some Reluctancy, of laying a Claim to it, and if I receive it, acknowledge it as an Effect of your good Nature and Love to your Friend, altogether ex-  
ceeding the Imagination of any Merit in my self, nor  
do I even so much as hope to make you any suitable  
Return; yet at the same time, I must endeavour  
in ways to the Extent of my poor Ability, to serve  
and oblige you in what I may, and continue,

*Sir, Your faithful Friend and Servant,*

P. E.

*Another to the same Purpose.*

S I R,

THO' I am not accustomed to trespass upon the  
good Nature of my Friends, yet in this, as in  
other Affairs of the World sometimes Necessity con-  
strains us to do what we would not: Wherefore, Sir,  
let me put you in Remembrance, that the last Time I  
ask'd the Happiness to be in your Company. you were  
pleas'd to tell me, I might command --- at any time,  
when my Occasions requir'd it; and dare I doubt, but  
you were cordial in what you said? Wherefore, stand-  
ing in need of your Kindness at this time, I have sent,  
not as a peremptory Demand. but as an intreating  
friend, to let you know, you will greatly oblige  
me in the Performance of your Promise, and firmly

C

bind

34 *Choice Letters on several Occasions.*

bind me to your Generosity ; who must, however  
at all times, subscribe my self,

*Sir, Your most humble Servant to command*

*A LETTER from a Wife to her absent Husband*

*My Dear,*

**Y**OU cannot imagine how tedious your Absence  
has been, and at present is to her, who is your  
tender and loving Wife. Alas ! I little thought when  
you left me, that I should have been so long separated  
from the Man whose Company I so highly value and  
esteem, which might, were I not confident of your  
true Affections, oblige me to tax you with Coldness  
and Disrespect. Indeed, I received your Letter  
wherein you tell me of some unexpected Business  
that do's detain you. It may be you have ; but could  
not that have been deferr'd 'till a further Opportunity,  
or done in less time than you have been absent ?  
I am almost of the Opinion, that the one or the other  
might have been : But, however, my Dear, hoping  
that you will not, for the future, dispense with any  
thing that may create a Delay, I shall construe what  
is past to the best Advantage on your Part, and in  
earnest Expectation of your good Company, subscribe  
my self,

*Your Loving and Affectionate Wife,*

*A LETTER of Advice from a Wife, &c.*

*Dear Husband,*

**T**HESE are to let you know, That my Self and  
our Children are arriv'd safe at \_\_\_\_\_  
where we found our Friends and Relations in good  
Health, and were by them kindly entertain'd, even  
beyond what we might reasonably expect. As for the  
Place, it is by Situation exceeding pleasant, and the  
Air very temperate and healthful : Wherefore I think  
if nothing happen to hinder it, to tarry 'till \_\_\_\_\_  
Pray, dear Husband, let us hear from you as often as

*Opportunity*

*Choice Letters on several Occasions.* 35

portunity and Conveniency will permit. All our  
nds in these Parts desire to be remembred to  
; but more-especially she who has the Happiness  
ubscribe her self,

*Your kind and constant Wife,*

M. D.

*A Wife to her Husband in Foreign Parts.*

*My Dear,*

Rejoiced not a little when I understood you had  
escaped the Danger of the Seas, but more when  
informed me of your kind Reception, and of  
likelihood you are in to accomplish your Affairs.  
I indeed, no Joy could have equall'd it, had not  
Sense of your Absence somewhat allay'd it. As  
your Affairs in *England*, they succeed to Content;  
are in Likelihood daily to be better'd; to effect  
ch, nothing in me shall be wanting. All our  
nds present their Love and Service to you, and  
patiently expect your Return. As for News,  
is little of Moment stirring; wherefore I shall  
trouble you with the relation of it, but conclude  
Letter with a true Acknowledgement of my Af-  
tions towards you, and subscribe my self,

*Your loving Wife, whilst I am,*

P. A.

*Letter of Advice from a Factor to a Merchant,  
or Correspondent.*

*I R,*

After an Acknowledgment of your Kindnesses  
and Favours, of which I have been an extraor-  
ry Sharer; I shall let you understand, that the  
de of these Countries is greatly increased by the  
Improvement of the Manufactories; So that you  
expect, if the Dangers of the Seas, Pyrates, &c.  
avoided, a very advantageous Return for your  
tures, in improving the Sale thereof to the  
best Value. I have not been wanting; tho' amongst

36 *Choice Letters on several Occasions.*

other Commodities that pass current in these Parts, nothing is more desired at present than —, being at this time very scarce; wherefore if by the next Vessel you send any considerable Quantity, you may infallibly expect a double or treble Return. This Sir, being all at present, of which I thought good to give you Advice, I rest

*Your Friend and Servant.*

D.

*A Letter from a 'Prentice to his absent Master.*  
S I R,

I Took this Occasion to write to you, to let you understand I have accomplished the Business you gave me Directions to undertake when you were out of Town; and as for your other Affairs, they are managed to your Advantage; only, not having as yet had an Opportunity to meet with Mr. P— I have not got the Money you ordered me to receive of him; nor have I hitherto had any Return of the same out of the Country; but I doubt not but by the next to give you Notice, I have fulfilled your Commands in effecting of them both: 'Till when, not having any further Business to write about, I continue to be,

*Your faithful Servant to command,*

T.

*A Letter of Thanks.*

S I R,

SINCE you have been pleased to bestow your Favours daily upon me, and continue still to renew them beyond my Merit, I am resolved, for the greater Lustre to your Generosity, to let you take your Course, and busie my self only to find out some way, if possible, to make a due Acknowledgement of your Goodness: And if so it happens, that in the Pursuit thereof, my Inability renders me unfortunate; yet in it shall be my Comfort that I will always have

a good Will and Passion to do you Service, which  
all always offer to you, and confess my self,

*Sir, Your most obliged Servant,*

A. P.

*The ANSWER.*

*Sir,*

You over pay me for these Obligations which you  
esteem so valuable, meerly by owning them to  
such. Nor ought I to be altogether silent in my  
complaint of your striving to insinuate that as a  
debt from me, which is really due to your Vertue  
and Merit; and therefore I may justly hold my self  
much obliged to you for receiving, as you can think  
your self bound to me for giving. But waving this  
manner of Discourse, and concluding my self happy  
that it is in my poor Ability to serve you, I take leave  
to subscribe my self.

*Sir, an Honourer of your Person,*

W. D.

*A Letter of Complaint.*

*Sir,*

Notwithstanding the Injury you have done me  
against the very Laws of Friendship, yet you  
may see my good Nature is such, that I cannot  
slightly shake off on my parr, the Bonds of Ami-  
ty, but must with a gentle Reproof, instead of  
complaining to others, softly and in silence, com-  
plain to your self, that you may be the more sensible  
of that Kindness you have abused and slighted; nay,  
it will make the moderatest Construction, and think  
that what was done proceeded from Rashness, or  
some Misunderstanding created by false Report.  
However, the Fault is not so great as to make me  
cast off a Friend, whose unfeigned Acknowledgment  
and moderate Repentance, may atone for his Fault;  
and where the Offended is of so facile and mild a  
Disposition, the Offender surely can do no other  
than relent: Wherefore, Sir, in hopes you will



38 *Choice Letters on several Occasions.*

answer my Expectation, I close my Letter, subscribing my self,

*As yet your Friend,*

T. O.

*The ANSWER.*

*Sir,*

**Y**our mild way of Proceeding has intirely conquered and subdued my rough Nature, so that I find my self constrained to an Acknowledgement of my Rashness; and therefore, with Blushes for what I have done, I have sent this Letter to intreat your Pardon, hoping you will sign it when I shall wait on you (which will be shortly) personally to acknowledge my Offence; and in the mean Time, I take the Boldness to subscribe my self,

*Sir, Your unworthy Friend,*

B. T.

*A Letter to a Friend with a Present.*

*Much Honour'd Friend,*

**I** Send you this Paper charged with my Thanks and kind Respects for the many Favours I have received at your Hands on sundry Accounts; and more especially for the last, as being more fresh in my Memory: I have likewise sent you a small Acknowledgment, if it may prove worthy your Acceptance, viz. a — together with an intire Assurance of continued Friendship; and so, 'till Fortune will furnish me with Power to oblige you as I ought, and as I intirely wish I could, I content my self to remain,

*Sir, Your most obliged Friend to serve you,*

R. T.

*A Letter of Consolation to a Sick Person, &c.*

*Dear Friend,*

**H**AD not the Urgency of my Affairs, the Badness of the Weather, and the Length of the Journey proved Enemies to my Resolves, I had not made this Letter the Messenger of my good Wishes, but had come my self: However, having first begg'd

Excuse

use for that Defect, let me intreat you to bear  
with Patience and Comfort this your Affliction, as  
T. C. taking upon it to be a Trial of your Faith, and a  
means to put you in mind of an eternal Estate,  
which in the Days of Joy and lavish Prosperity, is the  
thing that usually least disturbs our Quiet. Consi-  
der too, That the Righteous are refined as Gold, and  
that God chastizeth every Son whom He receives :  
that though He may hide His Face for a Moment,  
yet in the End, if you endure with Patience, He will  
return with a greater Demonstration of His Love and  
kindness ; for tho' Sorrow may endure for a Night,  
yet Joy cometh in the Morning ; though Sickness  
and Trouble for a Time may overshadow us with  
a Cloud, yet if we lay hold of Him that is mighty  
and able to save to the utmost, we shall have Help  
and Deliverance ; to whose Protection committing  
yourself, I continue, with my Prayers for your Reco-  
very,

*Your Sorrowful and Afflicted Friend,*

A. T.

A N O T H E R.

Sir,

When I first heard you were taken dangerously  
ill, I could not but be much troubled with  
the Apprehensions I had of your Suffering, which  
made me apply my self to the great Physician of  
souls, by Prayer, for the Mitigation of your Tor-  
ment, and the Recovery of your Health ; but find-  
ing there still lay on me a friendly Obligation to  
condole your Misfortune, I have made my Applica-  
tion by Letter. to inform you, as a Friend, That you  
ought to comfort your self amidst these Calamities  
that are laid upon you, reflecting upon your self,  
that you are but Mortal and born to die ; that you  
have here no abiding City, but look for one in the  
Heavens ; and in this Case, whether it be for Life  
or for Death, to submit your self to the Pleasure of

40 *Choice Letters on several Occasions.*

Him in whose Hands is all the Breath of Life, who if He sees it convenient for you to continue longer in this miserable World amidst a Tempest of Cares and Anxieties, will bless those Means that shall be instrumental to your Recovery. But if His Determination be otherwise, you ought to submit, and conclude there can be nothing more glorious or more profitable for you, than to be removed from present Troubles into future and endless Joy. And so with a Continuation of my Prayers for your Recovery of eternal Happiness, remain,

*Your Christian Friend in all Charity,*

A. B.

*A Letter of Consolation to a Sister, upon the Loss of a Brother.*

*Sorrowful Mistress,*

I Must acknowledge the Loss of so important a Relation, ought to move Compassion in a more obdurate Heart than yours: But withal considering that Tears do nothing profit either the Deceased or your self, it will be Prudence to stop the Current thereof, by reason that thereby you may impair your Health, and by the Prevalency of a Distemper, send you to him, but you can never bring him up from the Grave. Then consider how fruitlessly you ruin, and how little you advantage, your self, Madam. your Sorrow duly weighed, might prevail with one in your Capacity to regard her Years and Beauty, and to have an Eye to those Joys that await her. Cease your Mourning, and you will not only oblige your Friends in general, but me more particularly, who do beg Leave to subscribe my self, as I am,

*A Partner of your Sorrows,*

*A Participater of your Joys, and,*

*Your most humble Servant to command,*

J. P.

The

The ANSWER.

Sir,

I Must own my self happy to find one that will undertake to share with me in the Grief that overwhelms my poor defenceless Heart, and therefore return you Thanks; yet must crave leave to lament the Loss of one who was so dear to me, that he was even the Support and Stay of my Life, upon whom, my Parents, being before deceased, depended the Strength and Joy of a helpless Virgin: Wherefore blame me not if Sorrow gains the upper Hand, which nothing but Time and cordial Advice can assuage the Considerations of: Notwithstanding, I am not insensible of your Worth, which obliges me to intreat you not to write to me any more in this kind, 'till by my unlimited Sorrow I testify to the World how unwillingly I parted with so dear a Brother, though for your Care, I cannot but own my self to be

*Your Friend, in all Civility,*

A. D.

*A Letter of proffer'd Kindness.*

Sir,

IT is now in my Power to oblige, or at least to do you some Kindness if your Occasions are urgent, as I am inform'd they are. Wherefore, without any Nicety, use my Purse and Counsel at your Discretion. Assure your self, I will take all Occasions to be satisfied, wherein I may be more serviceable to you, notwithstanding you may, through Modesty, decline my Proffer; for indeed, whatever you may imagine, nothing can be more pleasant to me than oblige the Man I so much love, and from whom in my greatest Necessities, I have received so much Kindness: Wherefore, not yet knowing wherein I may most comode you and as I desire, I conjure you, by the Bonds of our Friendship, not to hide any thing from me. And so, expecting to hear

C. 5.

from

42 *Choice Letters on several Occasions.*

from you on this Subject, I at present take my leave, and am,

*Your loving and faithful Friend, &c.*

A. S.

*A Letter from a Father to a Son, commanding him to continue at School, and improve his Learning.*

*Son,*

**I** Have thought fit to direct these Lines to you, to let you understand it is my Pleasure that you continue where you are; nay, by your Obedience, and by the Authority of a Father, I command it, and farther conjure you, that you be no ways negligent in making a due Progress in your Learning; neither let me hear any more Complaints of you of this, or any other kind; but so behave your self that you may not only deserve my Blessing, but farther your self in those Things that will undoubtedly redound to your Credit and Advantage, and to the Pleasure and Contentment of him who is,

*Your Loving Father,*

D. B.

*The ANSWER of Excuse.*

*Ever Honoured Father,*

**I** Was not a little surprized when I first read your Letter, and found your Commands so strictly enjoin me to that which my own Inclinations above all things covet: So that upon a second Consideration, I could conclude no other, than that some malicious Tongue had reached your Ear, who not finding any other Means to disturb my Quiet, and the Pleasure I take in my Studies, imagined, by procuring your Reproofs, I might, thro' Discontent by being charged with Things of which I am no ways guilty, desert my Station, and turn Rambler. But, dear Sir, by all the Obligations of Birth and Education you have laid upon me, I beseech you, let such a Thought be as far from you, as it is from me, and it will be impossible it should make any Impression on your Mind.

So



to with my Wishes, that there may no longer be  
minister Understanding between us, I remain,

*Honoured Sir,*

*Your most dutiful and obedient Son,*

T. B.

*A Letter of Counsel to a Friend in a doubtful Matter.*

*Dear Friend,*

Understandi<sup>ng</sup> you had intangled your self in a  
Business of so much Importance as ———, I  
thought it my Duty to assist you with my Advice:  
Not that I presume my Counsel can exceed what you  
have already had; but more out of a Friendly Office,  
that you may see how ready I am at all times to com-  
municate any thing to you, that I think may redound  
to your Advantage. The Advice I give, for the bet-  
ter securing it from prying Eyes, upon the casual  
breaking of a Letter, which many Times fall out, I  
have sealed up in a Paper by it self; Neither would  
I have you altogether neglect it; for we oftentimes  
see, where one thing has failed, another less suspected  
has succeeded: But, however, having done my Du-  
ty in this Case, I submit the rest to your more know-  
ing and discerning Judgment; taking leave only to  
subscribe my self,

*Your Faithful Friend to serve you,*

J. P.

*The A N S W E R.*

*Kind Sir,*

How shall I express the Obligation you have laid  
upon me, in sending me such cordial Instructions  
at a Time when my Affairs even languished for such  
reviving Counsel and Advice, as having in a manner  
been poisoned by the adulterating Sophistries of those  
who, like a bad Physician purposely delay'd the Cure,  
for no other end, but their own Advantage? Where-  
fore my Study must be bent for the future, to con-  
trive a way to retaliate your many Kindnesses, and  
chiefly

44 *Choice Letters on several Occasions.*

chiefly this, which coming so seasonable, has proved so advantageous to me. Till I have found some fit Opportunity, I must be contented with the Character of,

*Sir, Your Friend and Servant,*

A. T.

*A Letter complaining of Neglect.*

*Sir,*

I Am constrained to profess my self unfortunate since all the Endeavours I have used, the Ways and Methods I have taken to please you, have not had the Success as to oblige you to recompence me with a favourable Smile. Therefore, what shall I say, or what more shall I do than I have done already? Yet, methinks, the Effect of so many dutiful Regards might have made such Impressions upon your Generosity, as to have owned them to proceed from the sincere Affection of one who truly loves and honours you, tho' otherways not worth your taking Notice of. But, notwithstanding the least Allowance of Friendship on your part, has not been returned for all that Respect I was able, in my mean Capacity to shew you; yet I still strive to overcome you, even by tiring you with my Service; and feed my Thoughts with the Comfort of this Consideration, that you are the Object of my Service; and I,

*Sir, Your most humble Servant,*

G. L.

*The ANSWER.*

*Sir,*

When I read your Letter, I was not a little surpriz'd to find you tax me with so much Neglect of your self and your Services; I profess I understood them not, or did not take them as meant to my self; wherefore you have done well in complaining, for two Causes; first, To let me know, I have one more amongst the Number of my Friends than I was aware of; and secondly, That knowing you strive

ive to oblige me, I may not for the future be  
wanting to meet you with open Arms, and esteem  
you according to your Merit ; and so taking my  
leave, I subscribe my self from this time forward,

*Sir, Your devoted Friend,*

A. P.

*A Letter of Reproof from an Uncle to a Nephew.*

*Cousin,*

Am sorry I have found an Occasion to write unto  
you in this Dialect ; but really the Care I have  
of your Welfare being daily disturbed, together with  
my own Quiet, thro' the loud Clamours and Com-  
plaints that are frequently brought against you, a-  
rising from the Effects, as I understand, of your Ex-  
travagancies and Debaucheries, I can do no less than  
deal plainly with you, and let you know how heinously  
I resent it : And further, since you are left to my  
Care, I consider my self, in part, answerable to Hea-  
ven, if I do not use my Endeavours to depress the  
youthful Folly that reigns in you, which I shall take  
care to do with all Diligence, if this friendly Re-  
proof turn to no Account ; however, till I hear far-  
ther, I shall subscribe my self,

*Your Loving and Careful Uncle,*

G. G.

*The ANSWER of Excuse.*

*Kind Uncle,*

I Received your Letter, and find by the Contents,  
that I have been represented to you as the most  
profligate of Men. Indeed, I dare not go about to  
excuse all those Follies, and youthful Frailties, of  
which, in some Measure, I have been guilty ; though  
indeed they have been aggravated by such as love  
me not, far beyond what they really were But  
however, your Rebuke is not unseasonable. and the  
rather, because I construe it as your good Meaning,  
proceeding from the Desire you have of my Wel-  
fare, which obliges me, if I have hitherto offended  
you

46 *Choice Letters on several Occasions.*

you in any Thing, to beg your Pardon, and to give you my Promise, that for the future I will make it my Study to reform, and regain, by my well-doing the Reputation I have lost by my doing otherwise; and so, Sir, with my hearty Respects to you, I remain

*Your most obliged Nephew,*

T. O.

*A Letter Consolatory to a Gentlewoman, upon the Death of her Husband.*

*Madam,*

**W**HEN I heard you had lost so kind a Husband, and I so dear a Friend, those Eyes that had been many Years dry, could not refrain from contributing to the general Sorrow, that so great a Loss must needs occasion; nevertheless, I the sooner calmed my own, that I might be the better able to administer some Comfort to you, whom I cannot expect but this Letter will find overwhelmed in a Deluge of Tears; nay, it would be uncharitable in me to think otherwise, considering the valuable Esteem you had for him, who is now descended into the Shades of Death. How can you, I say, but grieve to think what Joy, what Love, what Tendernefs and Care you have lost in him? Yet consider, Madam, that all these centred in a mortal Man doomed to die as soon as he was born, and to fade like the Flowers of the Field; the Consideration of which, makes the great Apostle St. James affirm, *That our Life is but a Vapour*; and what is that but an airy Exhalation drawn up by the Sun, which is carried about by the Wind till it vanishes into nothing? So *Man that is born of a Woman, is full of Trouble*, restless and uneasy in this World, as being only allotted him for the Place of his Pilgrimage, thro' which he is to travel to his Heavenly Home: Envy him not then, that he so soon is gotten to his Journey's End. What if others take a longer way about, by running a larger

ger Course of Years? Why, then the greater are  
Troubles and Cares they meet withal, more fre-  
quent the Dangers that beset them, and the greater  
Hazard. Who would not be at the End of a  
Journey, to be possessed of endless Rest?  
Therefore, if we, rightly consider, that are left be-  
hind, amidst innumerable Perils, doom'd, perhaps  
the gloomy Evening of decrepid Old Age, we  
ought more to be pitied. Consider, Madam, that  
could his blessed Soul see you thus in Sorrow, from  
the blessed Mansion where it resides, it would ima-  
gine you envied its Happiness. Cease then to  
mourn; and let us prepare with joyful Hearts to  
allow him, that the second Meeting may be end-  
less, and without Separation. Consider, I say, That  
you by your Sorrow cannot add any Thing to his  
Grief or Happiness, though thereby you may im-  
pair your own Health, and cast your self down in  
the flourishing Bloom of your Strength and Beauty:  
Wherefore let me intreat you, by all the dear En-  
dearments of our Love, to lay aside your Grief; and  
let it be your Joy to think, that when you leave  
this World, you leave not so good a Husband behind  
you to weep for your Departure, but to go seek him  
in the Mansions of Eternal Bliss; and so leaving  
these Admonitions to your wise Consideration, I re-  
main the Co-partner of your Joy and Grief, hum-  
bly begging leave to subscribe my self, as I ever  
desired to be esteemed,

*Madam,*

*Your Friend and Servant,*

J. F

*Another*



48 *Choice Letters on several Occasions.*

*Another sort of Consolatory Letter, to be used when by the Grief is feigned, or the Cause inconsiderable and may indifferently serve for either Sex.*

*To a young Man upon the Death of his Old Wife.*

Dear Harry,

**Y**OU cannot conceive how many Fancies of diverse kinds came justling into my Head, upon the News that you sat whining and sniveling under the Cypress Tree of Mourning. 'Tis true, you have lost a Wife; and what of that? It has been many a jolly Fellow's kind Misfortune to be rid of such an Incumbrance as well as yours. Ay, but, say you, she was a good old Woman! Why so say I too; and therefore it's the happier for her that she's out of this wicked World: Nay, and let this further turn to your Comfort, That ten to one her Time was come by the Course of Nature, and she kindly followed her Teeth that were gone before, as mellow Fruit drops after the Leaves, without the least Blast of Wind. Then rouse up, and turn your Lamentations to a jovial Song, and instead of Tears drench your Face in Claret and brisk Canary. But stay, if I mistake not, I have hit upon the String that twangs your Grief. And what is that, you'll say? Why nothing more than that the Estate expir'd with your Wife, Truly, that was a Loss worth weeping for: But say, it went to her Relations; There are other old Women as wanton as she that may be had with Estates to supply the Defect; then never stand whining, but look out, and make Hay whilst the Sun shines; snap up some old Beldam or other whilst the Reputation of a brisk rich Widower stands by: And so, in hopes you will take my Advice, I rest, in Expectation to see you at the old Place,

*Your Friend and Pot-Companion,*

P. L.

To

*Choice Letters on several Occasions.* 49

*To a Wife upon the Death of a bad Husband.*

*Madam,*

Cannot but grieve to think how you take it ! Alas !  
alas ! what Crocodile could refrain weeping over  
such a Loss ! Indeed you have many Reasons, but they  
may be briefly comprehended in these ; First, Be-  
cause your Prayers were heard no sooner : Secondly,  
because the Man whom you have so often wished  
might break his Neck, deceived your Expectations,  
in dying a natural Death ; and, thirdly, which is  
worst of all, Because he had the Opportunity of ma-  
king even with the World, by spending all he had,  
and leaving himself no richer when he went out of  
it, than he was when he came into it. Well, how-  
ever, be contented, seeing as things go, they cannot  
be mended : Nor have you any other way to repair  
the Loss than by sprucing up your self, and by laying  
aside the Scene of seeming Sorrow, preparing your  
self with prick'd up Ears of Joy, to insnare some un-  
thinking Woodcock : And thus having condoled you,  
and given you the best Advice I can, I take leave to  
subscribe my self,

*Madam,*

*Your Friend and old Acquaintance,*

*G. J.*

*A Letter of Congratulation to a Person upon  
his Marriage.*

*Sir,*

**T**HE News I received of the happy Change of  
your Condition, did not a little revive me  
from the Melancholly that is too much accustomed  
to oppress my Spirits, especially upon the Know-  
ledge of the happy Election you have made of one  
whose Discretion, Parentage, and good Education,  
cannot but be suitable to your Humour. In which  
Satisfaction, as a true Friend, I am not wanting  
to participate in Civility, being very much pleased  
that you have now divided the Power which you  
had

50 *Choice Letters on several Occasions.*

had obtained over my Affections, honouring your second Self with that Equality of Respect, that was heretofore intirely your own: For certain it is, that your good and ill Fortunes stand with me in all equal Ballance; in which, as true a Friend, actually or reciprocally, I must interest my self, being persuaded you will make no more doubt of it, than of the Passion I have to serve you in the Quality of,

*Sir,*

*Yours and your Lady's*

*Very Humble Servant,*

*J. R.*

*Another on the same Subject.*

*Sir,*

**I** Can do no less than suffer my Joys to swell when I understand your Stars are so favourable as to give into your Arms so vertuous, beautiful, modest and learned a Woman, to all which, adding a Fortune suitable and besecming both your Qualities; for what shall I say, these things considered, but that you are a fortunate Man, a Man on whom Heaven seems to smile, and shower uncommon Favours. I had indeed for participating reciprocally of so great a Favour, address'd my self to you sooner; but considering you were otherways busied, than to read Epistles of this kind, I thought fit to forbear, 'till I conceiv'd the Opportunity might lie more fair, and then I sent this Letter to kiss yours and your fair Lady's Hands, wishing you in this World a Spring of Love, Pleasure, and Prosperity, and in the other, eternal Peace and Rest: And so I subscribe my self,

*The humblest Servant of you both,*

*P. B.*

*A Let.*

*A Letter of Advice from a young Gentlewoman, or Maid-Servant, to acquaint her Friends in the Country with her Marriage.*

*Dear Father.*

**T**Hese are first to beg your Pardon and Blessing, and afterwards to let you know, That I have changed my Condition, as I well hope, to the bettering of my Fortune, having join'd my self in Wedlock, not only to a genteel, but an honest and industrious Man, who by his Love to me, and Care of his Affairs, gives me Hopes to assure my self that when you are well satisfied what manner of Person I have chose for my Husband, you will not be displeased, altho' I did it without your Consent, which indeed the Duty of a Daughter required me first to have had. But the length of the Way, and many other things that frequently happen to cross poor Lovers, made me presume upon your good Nature and promise my self, that you will forgive this one Disobedience, not doubting but my future Endeavours shall make amends for this one Default; and so with mine and my Husband's Duty and intire Affections to you and all our Relations, I continue to be,

*Sir, Your most dutiful Daughter.*

*K. R.*

*A Letter from a young Man to his Mother upon the like Occasion.*

*Dear Mother,*

**M**Y Time being expir'd, and I having been some time settled at my Trade could think of no better Expedient than to get me a Helper, and Partner in my Affairs, that so I might not only have Comfort, but the better Improvement. Now what Partner this may be, you may, perhaps, wonder; but give me leave, after having asked Pardon for proceeding to Marriage without your Knowledge or Consent, to tell you, it is a Female Partner

Partner, one that is both virtuous and beautiful, suitable to my Humour in all things, and thro' whose Industry and my own, I doubt not but to thrive in the World: and that we may the better do so, I intreat you to send us your Blessing at least, if you put nothing in over and above towards House-keeping: And so, with mine and my Wife's humble Duty presented to you, I take leave to subscribe my self,

*Your most obedient Son,*

A. D.

*A Letter from one Scholar to another, complaining of too long Absence.*

*Dear School-fellow,*

CONSIDERING our intimate Acquaintance and Familiarity, I cannot but wonder why you delay the Restoration of your Friend's Happiness, through your so long absenting of your self. Truly, did I not know the Amity unfeigned which we have contracted, I should give way to a Suspicion that you only flatter'd me with a pretended Friendship. Your Friends, it's true, by reason of your long Absence from them, may be desirous of your Company, and that may be one main Plea; but consider, your Studies and our innocent Recreation should be more powerful to charm you from them. You know you promised me, when we last parted, That you would make a speedy Return; remember, amongst the Affairs that have taken you up, that Promise, and think how I long, nay languish, for the Performance of it, and then you cannot be so unkind as to disoblige me with your Absence any longer; I might indeed urge more, and inforce my Arguments with prevalent Reasons; but having said thus much, at present I desist, in Expectation of your Company, or Answer, and am content with subscribing my self

*Your Friend and School-fellow,*

J. S.  
The



*Honest John,*

Have received the Letter, wherein you blame me for my Delay, and tax me with Non-performance of my Promise. Indeed your Reproach is just; but on the other hand, consider, tho' I made a Promise of speedy Return, it was rashly done in me, seeing in the Place where I am, I am altogether under the Jurisdiction of my Friends and Relations, who will not suffer me to leave them, unless I, contrary to the Rules of Obedience, Civility and good Manners, should come away unknown to them, which would altogether unbecome the Profession of a Schollar; nor but that I would be willingly at my Studies, and as Opportunity permitted, I should be glad to have the Happiness to enjoy your Society, either to pass the flying Moments in profitable Discourse or harmless Recreation, yet seeing things are carried as they are, I must intreat you by the Obligations of our inseparable Friendship, to pardon what I cannot help; hoping nevertheless in a few Days to get leave to be with you, I must 'till then dispense with the want of your good Company. In the mean time, continuing you in perpetual Remembrance, I subscribe myself,

*Your most obliged Friend and School-fellow,*

T. O.

*A Letter to a Schollar at the University, by one of his Quondam School-fellows, in the Name of the rest, &c. Kind Companion and School-fellow,*

THE Loss of your good Company has not a little discomposed us, and put a Damp to our former chearful Dispositions. Especially when we call to mind the many Frolicks we have had in our harmless Recreation; but since you left us, for the bettering your Learning, and gaining a more perfect Knowledge of those Arts and Sciences, that chiefly contribute to the adorning the Actions of Men

54 *Choice Letters on several Occasions.*

Men, we complain not that you have deprived us of your Presence, nor dare we envy your Happiness, but altogether rejoice, that you have broke the way, which has given us the greater Encouragement to double our Diligence, that arriving at your Perfection in the Tongues, &c. we may be in a Capacity to follow you. Till when, we must wish you all imaginable Success; and I, in the Name of the rest of your *quondam* School-fellows, who desire heartily to be remember'd to you, subscribe my self,

*Your unfeigned Friend and Acquaintance,*

E. C.

*The ANSWER.*

*Honest Ned,*

**I** Received your Letter, and am glad to find that my Removal has not obliterated the Remembrance of our former Friendship; nor indeed shall it be ever able to work any such Effect on my Part. True it is I left you and the rest of my Associates, with some Reluctancy and Unwillingness; and indeed, this Place was somewhat strange to me at the first Arrival, as being altogether unweaped from my former Conversation, which made me, in some measure, repent my coming; but soon recollecting my self, I opened the Eyes of my Understanding, and by the Light of Reason, plainly perceived the many Advantages that would accrue to me thereby, which confirmed my wavering Mind, and plainly demonstrated that I had done altogether for the best; and could I but swell those Imaginations to a higher Pitch of Joy and Delight, when I promised my self that some of you would soon be with me, by whose friendly Conversation I may be the better enabled to pass away those few Hours I can spare from my Study; In Expectation of which, I remain (my Respects and tender Affections recommended to each individual)

*Your real Friend and Servant,*

T. C.

*The*

*A Master's Commendatory Letter to a Father on the  
Behalf of a Scholar.*

Sir,

**T**HIS being one usual Time of Refreshment allowed to Scholars; at your T——'s earnest request, I have given him Leave to wait upon you, hoping he will no Ways prove troublesome to you, or cause any Detriment to your Affairs. I remember, Sir, that in your last Letter you required me to give you an Account of his Progress in Learning; as to that, let me satisfy you, he has for the Time he has been with me, exceeded even my Diligence or expectation, acquitting himself in every part (as far as his Years are capable) so well, that I may, without Flattery, assure you, you are more than ordinarily happy in so witty and ingenious a Son, who in his Childhood gives such pregnant Proofs what his riper Years will produce. But not to trouble you with a tedious Epistle on this Subject, I leave him to your discerning Judgment, till you are pleased he shall return to his Studies, and remain,

*Your most humble Servant,*

T. A.

*A Letter from a young Gentlewoman to her Parents, to  
inquire of their Welfare.*

*Dear Father and Mother,*

**A**FTER my Duty in the humblest manner, presented to you both, these are to assure you, that my reason of my not hearing from you in so long a Time, I have not been a little disquieted and possessed with a Fear that it fared not well with you: And indeed, how could it do less, since you never before desisted so long from writing to me; therefore, to put me out of the Fear that has surpriz'd me, let me intreat you, by the first Opportunity, to satisfy me in that particular, otherwise I must labour under Doubts and Discontents, as one  
over-

66 *Choice Letters on several Occasions.*

overshadowed with a disconsolate Cloud of Sorrow  
Pray fail not in this Case to grant the humble Re-  
quest of her, who values her self in nothing more  
than that she is,

*Your Obedient and Dutiful Daughter,*

H. G.

*A Letter from a Son to his Father, to acknowledge  
Fault, and beg Pardon for offending, &c.*

*Ever honoured Father,*

**T**HO' I am unworthy to approach you in Person,  
nor dare I do it without Shame and Confusion  
of Face, yet suffer this Paper, as an humble Advo-  
cate, to plead, in some Measure, with you, that so  
it may abate the Severity, and Rigour of your just  
Displeasure. My Offence considering, I dare not  
indeed, with any Reason, expect Forgiveness, tho'  
the Experience of your innate Goodness and Cle-  
mency, your Commiseration and Fatherly Compa-  
ssion, have imbolden'd me to sue for a Pardon. Where-  
fore, if a returning Prodigal, a true and unfeigned  
Penitent, may find Mercy, in those Circumstances, I  
unfeignedly beg it at your Hands; be not so much  
offended with me, as to forget you gave me Being,  
nor that I am your Son, tho' unworthy to be so styled,  
and let it be a Foundation sufficient for your Com-  
passion to build upon, that I confess my Fault, and  
sincerely promise to offend no more so good a Father.  
However, keep me not upon the Rack of Discontent  
and Doubt, but rather let me know my Punishment,  
that I may chearfully undergo it; for I had rather  
suffer any thing in this World, than thus to lie under  
the Sense of your Displeasure. Therefore, with all  
Submission, I beg you would determine and dispose  
of me as you see convenient; in Expectation of  
which, I remain,

*Sir, The Unworthiest of your Children,*

C. L.  
The

*The Father's Answer.*

*Ungracious Son,*

Have, though more than your Deserts have merited, vouchsafed, at the Intercession of some friends, to receive your Letter, and think fit to tell you, it is well you shew some Remorse for your Disobedience; tho' I know not with what Confidence you can so much as dream of returning into my Favour, or expect a Pardon from him you have so highly offended, considering I have so often born with you, and you have not been hitherto reclaimed. However, since some Hope, at last, appears that you are sensible of your Failings, I will not leave you altogether in despair of obtaining what you seem so earnestly to desire; but till I am better assured you are a True Convert, I shall remain, as I have reason,

*Your much offended Father,*

P. N.

*A Letter from a Youth to his Sister, &c.*

*Most loving Sister,*

OUR Absence so long from each other has occasioned my Writing to you, that I might inform'd of your Health and Welfare, of which I am as sollicitous and tender, as of my own; not forgetting you in my Prayers, nor neglecting to do you all the good Offices I can with our Parents, friends and Acquaintances. In Requital of which, let it be your part to return me an Answer, that so I may be satisfy'd in what I have required, which will render me no small Contentment of Mind; in expectation whereof, I rest,

*Your ever loving Brother,*

J. P.

D

The



*The ANSWER.**Dear Brother,*

**Y**OUR Letter hath luckily found me, though I am removed from the Place you directed it to, and I am not a little glad that I have the Happiness to hear from you, considering we are so far distant one from another. As for my Health, thanks be to Heaven, it continues as heretofore; and of my Welfare I have no cause to complain, as being in an honest Family, where nothing convenient is wanting, that enjoying Health, Plenty, Freedom and Content, I may justly account my self happy; and wishing you, and every of our Relations and Friends the like, with a continuance of my hearty Prayers to that end, I am,

*Your most Loving and Obligated Sister,*

A. M.

*A Daughter's Return of Thanks for her good Education  
Honoured Parents,*

**I** Am constrained, as an humble Acknowledgement of my Gratitude, often to trouble you with my Epistles, as being the only Requitall I am as yet capable of rendering you for the many Benefits and Advantages I have received at your Hands: but above all, for your prudent Foresight, in bringing me to the Knowledge of those Things which have seasoned my younger Years with variety of Understanding, and will, past all peradventure, render me acceptable on sundry Occasions. Wherefore I must now applaud that compelling Goodness in you, by which you even obliged me to persevere in what I have begun, though then indeed, not discerning what I should afterwards reap thereby, I imputed it to you as Harshness and Severity. Therefore let mistaken Youth consider, that in their tender Age, they (not knowing what is good and commendable) ought to submit to the mature Judgments of their Parents, who always, with

Bowles

*Choice Letters on several Occasions.* 59

Bowels of Love and Compassion, are studying their Welfare, tho' they perceive it not; and in this Case, what shall I say more, than to return all possible Thanks to you, who next Heaven are the Authors of my Being, and Well-being, and ever subscribe and acknowledge my self,

*Your most dutiful and obliged Daughter,*

C. D.

*A Letter from a Youth, by way of Essay, to a Person of Honour from whom he had receiv'd some Benefit.*

*Most Honourable Patron,*

**W**ERE I not confident that I may rely upon your good Nature and Generosity, to excuse my Presumption, I should not have dared, considering the vast Inequality, to have rais'd my Thoughts so high, as to address you with my inconsiderate Lines; which may justly merit Rebuke from your judicious Censure. But knowing your favourable Construction, on the good Meaning of your Inferiors, I could not contain my self, 'till I had found this way to vent some part of that Acknowledgment, which laboured in my Breast, and is the Product of your Bounty; yet can only say, no more is in my Power than to render your Honour my hearty and earnest Thanks, a poor Return for what I have received as your Liberality; tho' indeed I will subjoin, That the whole Business of my Life, in my Esteem, is altogether insufficient to make you Requitall; nor shall I be wanting, as Opportunity offers it self, to employ it in your Service. Wherefore beseeching your Honour to accept of my true Endeavours, Prayers, and good Wishes, I, with all Submission, and a Reliance on your Goodness, assume the Boldness to subscribe my self,

*Your Honour's most humble and devoted Servant,*

T. E.

*A Letter*

60 *Choice Letters on several Occasions.*

*A Letter from a Youth to his Grandfather.*

*Reverend Sir,*

I Cannot but account my self Happy, that the Fates are so propitious, as not only to spin out your Thread of Life longer than those of the greatest part of Mankind, but that through the Blessing and Mercies of God, Health and Strength are added, together with a sound Judgment, and discerning Faculties, which render you the Honour of Time. But passing over these, I must, Sir, in the next Place, present my Duty, and more than ordinary Respect to your self, from whom I am descended; nay, over and above, make a due Acknowledgment of the Care you have had of me. and the good Counsel you have all along furnished me with, as having found by Experience, that the Wise Man was not mistaken, when he affirmed, That Wisdom rested in a Multitude of Years, tho' in that Garb it is too frequently rejected by the younger Sort, as a Precept too rigid and severe. This, dear Sir, being all at present, I can render you, I must, with hearty Wishes for your Happiness here, and hereafter, conclude with a dutiful Acknowledgment, That I am,

*Your obedient Grandson,*

T. A.

*A Letter from a young Scholar to his Father.*

*Honoured Sir,*

I Not having the Opportunity of waiting upon you in Person, have made bold to make this Letter the Messenger of my Necessities; which notwithstanding, Sir, are not very great, my present Occasions requiring little more than a few New Books, to supply the Place of some that have come to sundry Misfortunes, for want of a Study or other Place of Conveniency to deposite them in; I being now through the Care of my Reverend and Industrious

*Choice Letters on several Occasions.* - 62

Industrious Master made capable of removing into a higher Form. Therefore amongst others, I desire you to send me ———; that so by a speedy Improvement, I may lose little Time, and put you to less Charge. As to Cloaths and other Necessaries of that kind, I leave them to your Discretion, to order them as you please; only I must say, That my Apparel is indifferently worn since my coming hither. This, Sir, being all at present, I conclude with my Prayers to God for your Health and Prosperity, and remain,

*Your most obedient Son and Servant.*

T. D.

*A Letter from a Youth to his Father, who is desirous to be bound Apprentice.*

*Dear Sir,*

THEse are to put you in mind, That I have now been about Six Weeks upon Trial, and find the Trade so agreeable with me, that I desire nothing more than to be Bound, that I may lose no more Time, considering I am of sufficient Age. I have acquainted my Master with my Intentions and Resolution, who very well approves of my Willingness: Wherefore, let me entreat you to take the first Opportunity of coming to London, that so Things being settled, I may no longer be delayed. But however, Sir, submitting all Things to your good Time and Pleasure, I continue, as heretofore.

*Your most Dutiful Son,*

C. B.

*A Letter from one Friend to another, to persuade him to give his Children good Education.*

*Dear Friend,*

IT adds not a little to my Happiness, to understand you are blessed with a hopeful Off-spring, a Treasure much coveted by the Ancients, and wise Men of the World: Wherefore the Prophet

Choice Letters on several Occasions.

David, to give a greater Lustre to such a Blessing, compares them to Olive-Branches, Pledges of Peace. Notwithstanding which, Children in themselves are unpolish'd Statues, unless they be brought up in the Fear of God, season'd with Learning and ingenious Education; for that, indeed, exceeds even the Riches you labour to bestow upon them, and is the only absolutely necessary Thing that can contribute to their Earthly Felicity. proving a better and surer Estate than Lands or Possessions, which indeed may, like other Things of the same Nature, make themselves Wings and fly away, at least be wrested out of our Hands, by those that are more mighty than we; when Learning and good Education cannot cease, but with our selves, being capable of gaining a good Repute in this World, and by a right Improvement, Blessedness in that which is to come. Wherefore let me as a Friend that wishes well to you and your Posterity, enreat you, Sir, not to be wanting in giving the Education that is suitable to their Capacities; so that growing up, and finding the Advantage, they may have the greater Cause to bless so indulgent a Father. Thus having told you what I sincerely wish, I continue to be,

Sir,

Your most obliged Friend and Servant,

W. Q.

*A Letter of Advice from a Father to a Son.*

SON,

IT is now so long since you departed from me, that I cannot but judge you by this time to be at Years of Discretion, sufficient to take upon you the Management of some Affairs in the World; in order to which, for your better Ability, I have sent you by the Hands of your Uncle B———, Twenty Pounds, and as I find you improve that, you may expect a greater Summ. And the better

to



confirm you in your Undertakings, let me give you a word or two of Advice : First, when you settle your self in the World, beware of being enticed or drawn away by Flatterers, or debauched Persons : Nor is there any better way to shun it, than to decline and avoid them. In the next place, be diligent in your Affairs ; mind your Employment, and deal uprightly with all Men, whereby you may not only gain an honest Repute, but expect a Blessing upon your Endeavours ; but above all, prefer the service of your Maker, and pray to him for his support and Assistance, and in so doing you will not fail of living happy, and more-especially of obliging him whose Joy it will be to see or hear that you do well : And so at present taking my leave, I remain,

*Your Careful and Affectionate Father,*

P. D.

*The Son's Answer to the foregoing Letter.*

*Honoured Sir,*

**H**OW, or in what Language, or Words, shall I express the Sense of Gratitude due to your Care and Tenderneſs ? You have all along laid your Obligations on me, ſo many, and in ſo high a degree, that I cannot number them, and indeed is altogether impoſſible to declare their Greatneſs and Worth, to which you have made a large Addition, and over and above given me ſuch cordial Inſtructions and Advice, as I well hope I ſhall ever retain in my Memory with a due Reſpect and Obſervance. Sir, I have, ſince the receiving your Bounty, procur'd me ſuch Things and Neceſſaries as are ſuitable to my Trade and Employment, and find ſuch Encouragement, that I doubt not but my Proceedings will redound to your Satisfaction, and my Advantage : For, reſt your ſelf aſſured, Sir, that I will proceed to no weighty Affairs, without conſulting your ſelf, whoſe approved Judgment, and ſound Advice,

D. 4

84 *Choice Letters on several Occasions.*

Advice, I have so often experienced: And so committing you to the Care and Protection of Heaven, I rest,

*Your most Obedient Son,*

R. D.

*A Letter from a Scholar, inviting a Cousin to betake himself to Learning.*

*Dear Cousin,*

**T**HE Kindness I have for you, cannot be easily expressed; and not only for your Person, but your future Happiness and Welfare, which you can secure no better way, than by Learning; the which, if you fully acquire, it will prove a fast and faithful Friend to you, when those Friends, you too fondly rely on, may fail you. Wherefore let me entreat you not any longer to trifle away your Time in pursuing Things lighter than Vanity, but leaving those Childish Extravagancies, betake your self to your Book: For certainly, did you know what sweet Content and Pleasure I find in my Studies, you would not be long absent from me. However, let me hear from you, and know how you stand affected in this kind; till when I rest in Expectation of an Answer, and am,

*Your very loving Cousin,*

A. G.

*The ANSWER.*

*Loving Cousin,*

**I** Received your Letter, wherein you, according to your wonted Goodness, mildly reprove me for spending my Time in Things that will render me no Profit or Advantage; nor am I insensible that you are in the right: But what shall I do in this Case? The over-tenderness of my Mother will not suffer me to be from her so far a Distance as your Invitation seems to wish me; and in these Parts (though I am greatly sensible of my Defect in Learning) no Place is found that affords a convenient Means, whereby I may better myself: However, Dear Cousin, whatever you may imagine,

*Choice Letters on several Occasions.* 6

ine, my Heart is with you, and I hope within a short time to prevail so far, as to be with you in Person, 'till when, I must be content to remain,

*Your loving, tho' absent Cousin,*

D. E.

*A Letter of Friendship from one Brother to another, to desire his Return.*

*Dear Brother,*

I Must tax you with Unkindness, for taking your self so long away from us, and leaving us sad for want of your Company ; nay, more, for that you have been backward in writing, thereby to give us an Account of your Welfare. Sure you find more Contentment in the Country than we are aware of. However, I should think that the Society of your nearest Relations should be coveted beyond it : So that I must take upon me, seeing you have not found the way to do it on your own accord, to demand the Reason of so much Delay, or to conjure you to return ; one of which I expect you will oblige me in by the next Post. As for our Parents, and other Relations and Friends, they are, thro' Mercy, in good Health, and have no other Grief, but for your absence, which by a speedy Return you may cure. Pray, fail not to let us hear from you speedily, if we cannot see you : In Expectation of one or the other, I am contented to rest,

*Your loving and most affectionate Brother,*

C. T.

*The ANSWER of Excuse.*

*Dear Brother,*

I Received your Letter, and find, as indeed you have Reason, that you tax me therein with delay. 'Alas! did you know how little the Fault was mine, you would do otherwise; for unless I would shew my self rude and unmannerly, Things altogether disagreeable with my Nature, to steal away, and thereby disoblige my Relations, and disgrace my self, I cannot, as

D 5

yet

Choice Letters on several Occasions.

yet expect to see you ; for tho' I have even petition'd in a manner for my Audience of Leave, yet I cannot obtain it: Wherefore, let me entreat you to bear with me, 'till such times as it lies in my Power to make an Honourable Retreat ; and then I shall not fail to hasten with the greatest Celerity imaginable, and give you an Account of my Entertainment, and of the Recreations I have had in these Parts ; 'till when I subscribe my self, with a hearty Presentation of my Duty to my Parents, and my Love and Respects to all my other Friends and Relations,

*Your most affectionate Brother,*

B. E.

*A Letter from a Serving-Man to his Master.*

S I R,

**B**Y Reason of your long Absence from your Habitation, I am in hopes you will pardon my Boldness, in undertaking to write to you, to let you understand, that your Family is in good Health, and that your Affairs go on very prosperously ; so that nothing we can wish is wanting, but your Return ; yet, Sir, it is not for me to go about to direct you, or to undertake to hasten you to dispatch your Affairs ; but submitting to what in Discretion you shall see convenient, I can only presume to subscribe my self,

*Your Faithful Servant,*

T. A.

*A Letter of Congratulation from a Youth to his Sister,  
upon her Marriage, &c.*

*Loving Sister,*

**S**INCE the News of those Joys that are happen'd unto you, reach'd my Ears, I have even long'd for an Opportunity to tell you how pleasing they are to me, who as a kind Brother, do participate with you in your Happiness, being fully perswaded of the Reality thereof ; for had you put it into my Power to make your Choice, I could not have laid

your Lot in a fairer Land: Wherefore I cannot forbear to congratulate your good Success, as being constrained to express a more than ordinary Joy upon the Prospect of her present and future Felicity, whom I so entirely love; and so with my Respects to your self, and your loving Husband, whom henceforth I must stile my dearest Brother, I remain in all Affection, and Tenderness of your welfare,

*Your Joyful Brother,*

E. H.

*The ANSWER.*

*Dear Brother,*

I Am not a little glad, that the Choice I have made is so acceptable to you; for although I acquainted you not with my Intentions, yet let me tell you, I did not proceed rashly or unadvisedly, but with all caution and deliberation, as knowing Marriage to be a weighty Affair, on which depends our Woe or Happiness in this World; for as there is nothing more comfortable on Earth than Marriage, where the mutual Affections are united and joined in one reciprocal Love, so there is nothing more uncomfortable, where Discord and Discontent put in to destroy the expected Happiness, which Enemies to true Love, I hope shall never prevail. Indeed, there is little prospect of any Disagreement between us, though few can tell what Time can bring forth: but in the mean while being possessed of all that I can wish or reasonably desire on Earth, I shall not paul my Joys with the melancholly Thoughts, or rather Fancies of future Events; but think my self above the reach of Envy, or the Frowns of Fortune; and so returning you hearty Thanks for your Consent and good Liking, as also for the Sense of Joy you express for my well-doing, I remain,

*Your ever Loving Sister,*

M. P.

*A Letter.*



*A Letter from one Young Man to another, to request Kindness.*

*Dear Friend,*

**R**elying upon the long Familiarity that has passed between us, and your large Protestations of Sincerity in Friendship, urged by Necessity and the haste that my Occasions require, I have made bold to let you know, that I stand in need of —, with which if you can possibly furnish me, without any Prejudice or Hindrance to your own Affairs, I shall take it as an extraordinary Kindness; and if it stand with your Conveniency, pray send it by the Bearer, or by some other speedy hand; and in so doing, you will very much oblige him who is,

*Your very humble Servant,*

G. S.

*The A N S W E R.*

*Dear Tim,*

**I** Was not a little glad, upon the perusal of your Letter, that you would be so kind at last as to put it into my Power to do you any manner of Service whereby I might more immediately signalize some Marks of true Friendship, nor indeed could you have required it at a more seasonable time. Wherefore, not to give you any Delay, I have sent by the Bearer what you demanded. and shall always be proud to oblige you in this kind, as far as my Abilities will extend: And so with my hearty good Will towards you, and my good Wishes for the Prosperity of your Affairs, I remain,

*Your unfeigned Friend,*

N. D.

*A Letter*

A Letter from one Scholar to another upon the Death of a Father.

Dear Ned,

I Had before this Time condoled with you the Loss of your Father, had I understood that you were capable of Consolation ; but conceiving it altogether convenient to give you some time to bewail so great an Unhappiness, I forbore till now, that the Debt you owe to Nature might be first paid in Showers of Tears, and Gales of unfeigned Sighs ; and indeed, what could you do less, for being deprived of so good a Father, whose tender Care was all along intent upon nothing more, than to promote your Welfare ? But the greatest Heaviness must have an end : And, Dear Friend, you have sufficiently testified your filial Affections, and therefore ought at length to bethink your self, that He for whom you mourn, was as all the Sons of Men are, no more than a mortal Man, and that each Moment is an Advancement towards the end of a troublesome Life ; so that, although he is gone before, we are hastening after him, and must soon set in the Shades of Death. And when you consider he lived well, and made a pious End, you ought to conceive no common Joy, that he has been so kind as to set a good Example before your Eyes. Solace your self then with an Assurance, that if you live up to his Example, you will speedily overtake him in the happy Region of Joy, where Sorrow is a Stranger ; and so hoping you will take my Advice, I take my leave, and continue,

Your most assured Friend,

W. K.

A Servant-Maid's Letter to her Friends.

Dear Friends,

I Hope this Letter will find you all in good Health, and give you to understand, that I am not only safely arrived at London, but have the good Fortune to

70 *Choice Letters on several Occasions.*

to be settled in a credible Place, at the Sign of — in — ; Wherefore desiring to continue our former Friendship, by a mutual Correspondency of Letters, I wrote this, in hopes of an Answer ; and so with my Prayers for the respective Health and Welfare of your all, I rest,

*Your most affectionate Friend,*

N. A.

*A Letter from a Nephew to an Uncle, to excuse his Absence.*

*Honoured Sir,*

**I** AM not a little concern'd, that the Importunity of my Occasions constrain'd me to delay my paying you a Visit at the time I expected to have done it ; but knowing you a Person of infinite Goodness, and natural Clemency, I dare not so much as think of despairing to obtain your Pardon, especially when I shall make you thoroughly sensible how earnestly I labour to dispatch my Affairs, that I may the speedilier be with you, though many cross Accidents have frustrated my zealous Endeavours : But the main Obstacles being now removed, I doubt not but to accomplish my Desire in a short time ; after which I shall think no speed too swift to bring myself into your Presence, and laying my self at your Feet, acknowledge that I am.

*Sir, your most obliged Kinsman and Servant,*

A. D.

*A Letter from a young Gentlewoman to her Cousin, entreating her Company.*

*Dear Cousin,*

**I**F you knew how tedious your Absence is to me, you would be more forward to gratifie me with your Company. I remember, at our parting, you made me a Promise of a speedy return, however, I will interpret the best of your good Intentions, and pardon you the time relapsed, if with a compliance

ca

to this my Request, you let me have your Company with all convenient speed ; in Expectation of which, I rest,

*Your most affectionate Cousin,*

A. L.

*A Letter from a Husband to his Wife and Children.*

*Most Loving Wife,*

SINCE you have been absent, together with my Children, (besides my Prayers for the Continuation of your Health) I have taken all possible Care to provide such necessaries as I imagin'd any ways useful or convenient for you, and have sent them by the Bearer, and by whom it is my Desire and kind Request, that you would send me an Account of your Entertainment, and in what Estate and Condition of Health and Liking you are : For tho' you are absent from me, yet it is the great concern of my Thoughts, to study the Method and Means to promote your welfare, which I ever render equal, if not superior to my own ; and so with all the Love and tender Regard of a Husband and Father, with my Love to you, our Children, and all our Friends and Relations, I remain,

*Dear Wife,*

*Your Loving Husband,*

D. P.

*The Wife's Answer to the foregoing Letter.*

*Kind and ever loving Husband,*

I Received your Letter, which next to your Company I highly esteem ; and according to your Desire have made you this Return, whereby I assure you, That we are not only in good Health, but have found Entertainment beyond our Expectations, all our Friends being every where, and at all Times, so obliging and respectful. that they, as it were, detain us from you with the Charms of their Kindness, which will, no doubt, prevail with us to stay somewhat longer than we intended, or you could possibly expect. As for the Things you sent, I have received them, and return you all the good Thanks that are suitable and

and consistent with the Virtue of an obedient Wife, for your Care; assuring you, That not only our Children in a grateful Acknowledgment as they stand in Relation to us, present their humble Duty to you, but also our Friends and Relations in general, crave to be had in Remembrance by you; and so, with my Prayers for your Health and Welfare, I continue to be,

*Dear Husband,*

*Your loving and constant Wife,*

A. P.

*A Letter from a Maid-Servant to her Mistress. excusing some Faults whereof she had been accused.*

*Madam,*

**I** Take this leave, (though with all Submission and humble Regard to the Distance between us) to write to you, that if it be possible, I might hereby make you sensible of my Innocence in relation to the Things wherewith I stand charged before you; the which, could you, Madam, but read the Sincerity of my Soul, you would plainly discern. My Accusers indeed have laid their Accusations with no small Aggravations; but believe it, Madam, upon the solemn Protestation of her that would lay down her Life to do you Service, what they have said against me, proceeds from Malice, and Hopes of Revenge, because they could not corrupt my Fidelity to your Detriment and Damage, as I am able to make appear, whenever your Ladyship shall, laying your Anger aside, give me leave to speak for my self: However, in these and all other Affairs submitting my self to your Ladyship's Goodness, and wise Discretion, I remain,

*Madam,*

*Your most humble and obedient Servant,*

E. L.

*A Letter.*



*A Letter from an Apprentice, in Excuse of himself to his Master.*

S I R,

I N Consideration that I have been charged before you for injuring you, in betraying my Trust; I have thought it highly convenient to let you know, That though I cannot altogether excuse my self of some Neglect, yet my Enemies have greatly added Falshood to that part which is true, and thereby given you, no doubt, Stories large and foul enough to ground your Anger on; but, however, Sir, consider (let me entreat you) with your self that all which is reported, is not at all Times true; many Times Persons have been wrongfully accused, with as bold a Confidence, and specious Pretence as can be well imagin'd; and yet upon due Examination, have been found Innocent. All I intreat, Sir, is, That my Accusers may be produced, and I with them brought Face to Face, that so at last their conscious Guilt may appear in Blushes, if not in a publick Confutation of the main Thing, with which they have falsely charged me, and so in hopes you will (in pity to my injured Reputation) grant me this one Request, I subscribe my self,

Sir,

*Your most humble and obedient Servant,*

N. G.

*A Letter in Recommendation of a Friend.*

S I R,

I F you remember, you some time since laid your Commands upon me, to give you an Account of the Conduct, Management, and Vertues of N. D. which to particularize, would be a Task too great for him who is ever proud zealously to serve you in any thing that is within the Compass of his Power, but in general, I can safely assure you that in Prudence, Gallantry, and Moderation in all Affairs, Humility, and a becoming Modesty in all his Actions,

74 *Choice Letters on several Occasions.*

Actions, nothing can exceed him: Nor is the Progress he has made in the Arts and Sciences inferior to these, or any thing that I can name, wanting in him, to render him not only an Accomplish'd Man, but a Man worthy your Notice and Friendship; Wherefore, hoping my wishes of that kind may succeed, I take the honour, Sir, to rank my self amongst the Number of your worthy Friends, with the Title of,

*Your most humble Servant,*

M. D.

*A Letter of Enquiry from one Youth to another.*

*Dear Robin,*

I Have taken upon me to send you this Letter, to beseech you a Favour, that is ( I question not) in your Power to do me: For in brief it is only to give me an Account how our Friends and Acquaintance, who remain in those Parts where you now are resident, stand at present, as to their Health and Fortunes; as also to acquaint me with the Affairs of the Country, that I may the better guess whether or no, it will be convenient for me to come down, or delay my coming somewhat longer, that thereby I may find a fit Opportunity to concur or correspond with my Advantage: This, as I said, is the Sum of my Request, in which, hoping you will answer my Expectations, I take my leave, and am,

*Your very loving Friend to serve you,*

T. G.

*The ANSWER.*

*Dear Harry,*

I Have received your Letter, and will as much as in me lies, shape you an Answer to it, that may be suitable to your Request. ~~As for~~ As for your Friends, Relations and Acquaintance, that live in these Parts, I have indeed the honour frequently to visit them; and find at present they are not only in good Health, but also

*5 Choice Letters on several Occasions. 75*

so in a thriving way ; nor are we at our Meetings forgetful of you, but in our several Stations, strive to remember you as much as we can ; that so tho' you are absent, which is to us no small Matter of Discontent, we may form your Idea in our Imaginations, to some degree of supposing you present ; nor can I, if you will be pleased to take the Advice of a Friend, wish to desire you any better Juncture of Time to come down, than to do it with all convenient speed ; for now an Opportunity lies fair for your Advancement. And in short dear Friend, I must tell you, That as I desire nothing more than your Company, so I think my self happy in having this Occasion to subscribe my self,

*The unsigned Well-wisher of your Welfare,  
And your humble Servant,*

R. T.

*A Letter of Excuse to a Landlord, from his Tenant.*

S I R,

Send this Letter as an humble Suitor to beg your Pardon and Excuse, for not waiting on you at the prefixed and appointed Time ; which I had not failed to have done, if urgent Business of such Moment, as at no other Time could have been dispatch'd to my Advantage had not in a manner constrain'd me to break my Promise. But, however, Sir, relying on your good Nature, on which, with some Regret, I must own I have too much trespassed, to dispence with what is past, I shall, with the Divine Permission, be with you within Ten Days, ensuing the Day of the sending hereof, and give you a better Satisfaction as to what concerns us, or is depending between us, than a Letter is capable of rendring ; 'till when, with my hearty wishes for the Continuation of your Health and Prosperity, I take the Leave to subscribe my self,

Sir,

*Your most obliged Friend and Servant,*

R. C.

*A Letter*

*A Letter from one Friend to another, to reprove him for a Slander.*

*Dear Friend,*

**F**OR so my good Nature obliges me to stile you tho' I might justly have done otherwise, I send you this Letter to let you know, that I am not uninform'd of the Reproach and Slander you have heap'd upon me, who have little deserv'd any such Things from your Hands; nor could it sink into my Mind that any such Thing could have proceeded from a Person on whom I have made it my study to heap Obligations and Acknowledgements; yet that you may not imagine I can for one Ingratitude altogether forgive the Party, with whom I have heretofore contracted so great a Friendship, I further thought fit to let you know that I resent not what has pass'd so heinous, but that an ingenious Confession of the Wrongs you have done me, by raising such Calumnies, may blot them out of my Remembrance, and restore as heretofore, my Friend and Confident; but if you appear obstinate, and undertake to justify what you have done, then you may expect, that instead of your Offence, I shall strive to blot you out of my Memory and make it my Business to forget that I ever was unwary as to contract a Friendship with so ingratul and injurious a Person; and 'till I may, by the sequel, be inform'd of your Intentions, I am content to rest,

*Your Friend and Well-wisher,*

*The ANSWER.*

*Kind Sir,*

**I** Have received your Letter, and being overcome with your gentle Reproofs, find my self constrained to acknowledge your Generosity deserves much better at my Hands than the Returns it hath met withal: Wherefore, not without Blushes, I own, that

wrong Understanding created by those that envied the Sincerity of our Friendship, that I rashly expressed what in no wise became me, and thereby confess myself to have injured both Truth and Friendship; therefore, entirely casting my self with an Assurance to your good Nature, on your Discretion to pardon and forgive me, by receiving me into or excluding me out of your Friendship and good Opinion, I with all my imaginary return of Thanks for the Tenderness you have already expressed, and equalling my Sorrow to my Ingratitude, subscribe my self,

*Your unworthy and undeserving Friend,*

E. H.

*A Letter from one Maid-Servant to another, inviting her to come to London.*

Dear Nancy,

I was your Request, when I left the Country, that I should give an Account how I liked the Town; and that has occasioned my giving you the trouble of this Letter, by which I assure you, my fears of speeding well, which if you remember, were not a few, were altogether needless; tho' as 'tis wisely said, We ought at all Times to fear the worst. I was no sooner arrived, but I was settled in a terrible Place, and not long after discovered, That these pretended Dangers and Illconveniences, with which we Country Lasses were frequent'y discouraged, proved only Bugbears to fright us from the Pursuit of our better Fortunes and Advantages, that we might become perpetual Drudges for others, by being kept in Ignorance to what Preferment we might arise by our Industry. Therefore be not discouraged, but make it your Business to come up with the first Opportunity, where you shall find me ready to assist you all I can, as to your Settlement. And so, in expectation shortly to have your Company, I rest

*Your ever loving Friend,*

A. R.

*A Letter*



78 *Choice Letters on several Occasions.*

*A Letter of Counsel from an Aunt to her Nephew,  
Dear Cousin,*

**I** Cannot but express the Joy I conceive to hear, that you take your Learning so well, and are so diligent therein; the which, that you would persevere in, would yet add more to my Comfort; especially when I consider that thereby you will not only be freed from evil Company, and evil Imaginations, but frequently the Attendants of Idleness, but that, dear Child, you will be enabled to obtain, when you come to Years of more Maturity, both Credit and Advancement; when those that have squander'd away their Youth in Idleness, must be contented to come short of either; Wherefore, that you may accomplish what you have begun, be circumspect and diligent therein, as you expect to continue in the Favour of him who is,

*Your Loving Aunt,*

A. C.

*A Letter from one at Sea, to his Friend on Shore.  
Dear Friend,*

**S**ince I left the Land, and betook my self to Waves, I have changed the quiet Shades for troubled Seas; I have not been wanting to participate of Hardships, and to struggle with the many Inconveniencies that frequently attend those that go down into the Deep; yet the Thoughts of returning to my Native Land, and enjoying once more your much desired Conversation, have not been the least Support of my Spirits, by enabling me to struggle and weather innumerable Difficulties and Dangers; which Considerations will likewise dissipate all my Surmizes of Storms, Difficulties or Dangers that may hereafter happen in this liquid Plain: Wherefore, dear Friend, firing your Prayers, and a Continuation of our Friendship, together with my Request, That you would remember my unfeigned Love and Respect

*Choice Letters on several Occasions.* 79

all our Friends and Relations, I in haste, Time  
otherwise permitting, remain,

*Your Friend and Servant,*

*From off the Coast of*

Coromandel, E. I.

A. P.

June 20th. 1719.

*A Letter from one at Sea to his Wife.*

*Dear Love,*

SINCE my Departure from you, we have made  
Way through many dangerous Seas, and wea-  
ther'd, as often heretofore we have done, many  
rough Storms and Tempests, so that at the writing  
of this, our Ship was within sight of our intended  
Port; yet, by cross Winds, we were obliged to stand  
off to Sea, for some time, before we could enter it;  
yet the Danger of the Passage being, as we well  
hope, altogether over, I sent this Letter to certifie  
you as much, that you need not perplex yourself  
with needless Fears; and do assure you, I, and my  
Fellow Sailors, are not only in Health, but in hopes  
to gain no small Advantage by this Voyage. Pray  
let not the Thoughts of our returning the same Way  
we came, nor the fear of Encountering the same Dan-  
gers, oppress your Mind; for I assure you, it will  
be far otherwise. considering the Difference of the  
Season as to its Calmness; yet let me, however, have  
the Benefit of your Prayers, and the unalterable  
Continuation of your Love and Constancy, though  
absent; and so with my kind Love and Respects to  
all our Friends and Relations, I conclude, yet con-  
tinue to be,

*Your ever Loving Husband,*

*From off the Coast of*

Guinea, May the

10th, 1719.

C. R.

*A Letter*

80 *Choice Letters on several Occasions.*

*A Letter from one who is travelling to see the Rarities  
and Magnificence of other Countries.*

*Honoured Sir,*

**H**AVING found your Reports, as indeed I dur-  
not doubt otherwise, to agree with Truth in  
all Respects, I make bold to send you this Letter, as  
an humble, though mean Acknowledgment, and  
with it such Curiosities as these Parts afford, entreas-  
ting your favourable Acceptance of so inconsidera-  
ble a Present: However, Sir, I live in hopes to  
make a more grateful Return by my Knowledge and  
Understanding in Foreign Affairs, which I chiefly  
gathered from the Converse I at sundry times held  
with you, and therefore must justly attribute them  
to your self. As for my Return, Sir, the Time is  
uncertain: Wherefore, not daring to make you any  
Promise of that kind, least I should be obliged to  
break it, which by no Means I would do to a Person  
of your Worth and Integrity, I can only, till I am  
more certain as to that particular, write my self,

*Your most obliged and devoted Servant,*

*Padua Hall,*

*June 10.*

*1719.*

*1719.*

*N. T.*

*A Letter of Consolation to a Wife, who supposes her  
Husband, by reason of his long Absence, to be dead.*

*Madam,*

**I** Am not insensible, by the Wrong I perceive your  
Eyes have suffer'd, that you afflict your self in  
private Mourning, like the Widow Turtle, who  
has lost her Mate; nor can I with Reason at this  
Time expect that your Heart should overflow with  
Joy, since you are deprived of the Society of all your  
hold dear on Earth: Yet, consider with your self,  
and muster up the noble Faculties of your Soul to  
aid your Reason against the invading Passion that  
sinks your Spirits thus low: Think with your self  
that

for whom you grieve, may yet be in the Land of the Living, tho' detained by some cross Accident ; that he may suddenly appear like the Sun, after a long overcasting of Clouds and Mists, to fill your now afflicted Heart with Joy and Gladness, for you cannot let it sink into your Mind, that these Delays proceed from him on purpose to try your Faith and Constancy. No, Madam, he doubtless knows them to be candid and unalterable, and no doubt, if alive, grieves more than you for the Divorce, as being sensible what Storms of Grief it raises in the Soul of her whose Afflictions he counts his own. But suppose the worst, if he be dead, and some Tomb or Wave to incircle him whom you in willing Arms have long wished to enfold ; in that Case, submit to the Will of Him who is the Great, the Wise Disposer of human Affairs, and be not sorry, like Men without hope, for those that die in the Lord ; for they rest from their Labours, and their Works shall follow them : Yet I forbid you not to cherish his Memory, but however to rejoice that you shall one Day meet again in this World, or in the World to come. And so in Expectation to find your Sorrows moderated and abated, continue to be,

Madam,

Your Cordial Friend,

To serve you in all I may,

J. G.

A Letter from one Sister to another, to enquire of Health, &c.

Dear Sister,

Our not writing to me in so long a Time, puts me somewhat in doubt, That either you are not in Health ; or that some unhappy Accident is fallen out : Wherefore, to remove my Fears, say, with the first Conveniency, be so kind as to send me a Letter, by which I may be made sensible how it fares with you. And moreover for-

E

get

82 *Choice Letters on several Occasions.*

get not to let us know how our Friends and Relations are, as to their Healths and Welfare; and in so doing, you will very much satisfy and oblige her, who is,

*Your Loving Sister,*

M. H.

*The ANSWER.*

*Kind Sister,*

I Cannot but return you my hearty and unfeigned Thanks for your Care and Regard towards me, and must at the same time beg your Excuse, that I have been so negligent as not to write to you, I must confess I had no want of Opportunity; but hoping you will pardon what is past, I shall be more diligent for the future. As to what you desire to know, these are to certify you, That my self, together with all our Friends and Relations are in perfect Health, and desire most kindly to be remembred to you, not being a little glad, after so long Absence, that they have the Opportunity to congratulate, tho' at a Distance, your Health and Welfare. This being all at present, I rest,

*Yours in all kind of Love,*

W. P.

*A Letter to a Father complaining of his Son.*

S I R,

HAVING received divers Injuries and Wrongs by the Means and Encouragement of your Son T——, I thought it convenient, before I entered upon a Course or Way of Redressing my self, for the Love and Respect I bear you, to acquaint you therewith, that so peradventure, your Commands being laid upon him, he may make a speedy Restitution and Acknowledgment, whereby my Credit and Loss may be repaired, and I forget what has passed; but if these Things be deny'd or delayed, then without any Regard I might otherwise have for him, as being your Son, I shall take such Measures for Redress and Reparation as my Reason



*Choice Letters on several Occasions.* 83

Reason shall inform me are best. Thus much having thought fit to acquaint you with, I conclude, subscribing my self,

Sir,

*Your very loving Friend,*

T. B.

*The ANSWER.*

Sir,

I Am sorry to hear the Complaints you have made against my Son, (whose Respect and Carriage towards you I could have wished far otherwise) however, assure yourself, there shall be nothing wanting in me to bring him to a sensible Acknowledgment of his Folly and Ingratitude: For I do assure you, Sir, by the Ties of our Friendship, that I resent the Affront done to you, no less than if it had been done to my self, and will no sooner pardon it: Wherefore, be assured, I will not delay to do you Right and Justice. 'Till when, Sir, I must take leave to subscribe my self,

*Your Friend and Servant,*

D. P.

*A Letter from one Gentlewoman to another, recommending a Servant-Maid to her, &c.*

*Madam,*

I Have made bold to recommend the Bearer hereof to you, hoping you will entertain her in the Nature of a Servant: As for her Qualifications in whatsoever Employ she will undertake, let my Word be her Security for her Performance, her Abilities being very well known to me; and for her Truth, it has hitherto been unquestionable. Wherefore, submitting the rest to your Discretion, I take leave to write my self,

*Madam,*

*Your very humble Servant,*

M. P.

*The*

84 *Choice Letters on several Occasions.*

*The ANSWER.*

*Dear Madam,*

**I** Cannot but in Gratitude return you Thanks for the Kindness you have done me ; yet at the same time must acknowledge that too small a Requitall, not only for this, but the many Favours you have done me, for which I stand indebted to you ; wherefore I must make it my study, how, in some better way, I may make you a Requitall ; and 'till then remain,

*Madam, your most obliged Servant,*

A. R.

*A Letter requiring the Payment of Money, which may stand good in Law, &c. as a Receipt.*

S I R,

**I** Find upon the stating the Accompts between you and me, that several considerable Sums of Money are due to me from you : Wherefore, having present occasion for Twenty Pounds, I would desire you to send it me by the Bearer hereof ; and, in so doing, you will very much oblige me : For indeed I would not have given you this Trouble, had not my Business been urgent. As for the Payment thereof, this Letter and the Bearer's Acquittance shall be your sufficient Security, and Discharge. In witness whereof, I have hereunto set my Hand this——Day of———Anno———

*James Wakewell*

*A Letter to require a Guardianship, &c.*

S I R,

**I** Understand my very good Friend, Mr. B —— is departed this Life, and as I well hope, and most heartily wish, gone to a better ; wherefore as it was his frequent desire whilst he was living, that if he chanc'd to die suddenly (as now, to my grief I am inform'd he did) That I would, as a Friend in whom he reposed much Confidence, take his Infant Son into my Care and Protection, 'till he arrive at Years of Maturity. Now, know that in compliance

*Choice Letters on several Occasions.* 85

pliance with his Desires, I make it, Sir, my Request that he may be sent to me ; by which means an Opportunity may be put into my Hands, and Power to express in the Usage and tender Care of the Son, the Love and Respect I bore to the Father. And so in hopes you will fulfil my Request. I remain,

*Your Friend to serve you,*

T. B.

*A Letter from a Son at School to his Mother.*

*Ever honoured Mother,*

I Think my self in Duty bound to send you these Lines as indeed I frequently ought to do, that I may put you in mind of my Duty, and the just Acknowledgements I make of your Love and tender Care over me : But especially that I may, at the return of the Bearer, be informed of your Health and Welfare, in which I must confess all my Joy and Happiness on this side Heaven consists, as publickly owning the next to God I owe my Life and Felicity to you, and in your Happiness can only rejoice : For the Continuation of which, my Prayers shall at no time be wanting, nor my Endeavours to perform whatever your Commands shall enjoin me, as far as it lies in my Power. And so I take leave to subscribe my self,

*Your most obedient and dutiful Son,*

J. P.

*A Letter of Trade and Commerce.*

S I R,

I Send you with this Letter the several Goods you bought of me, with a Bill of the Parcels enclosed, whereby you may understand the several Prices; and as for the other Goods I promised to procure you, I cannot as yet furnish you with them, forasmuch as they are not as yet taken up, but are expected daily to be landed : Wherefore assure your self I will not suffer you long to be without them, but will make it my constant Business to serve you in that, or in any thing else you shall command, that

86 *Choice Letters on several Occasions.*

lies in my way. Wherefore, taking leave at present,  
I remain, Sir,

*Your most humble Servant,*

T. G.

*A Letter of Trust.*

S I R,

**W**HEN you have perused this Paper, you will understand I would have you give Credit to the Words of the Bearer, as to what he shall relate more than is contained herein, or more indeed than I thought on this Occasion necessary or convenient to commit to Paper; nor need your fear to intrust him with any Secret, for I have proved his Fidelity, and am altogether assured you may put Confidence in him, though in Things and Affairs of the greatest Consequence or Moment. So submitting the rest to your Discretion, I take leave to subscribe my self,

*Your faithful Friend and Servant,*

T. R.

*A Letter of Acknowledgment.*

S I R,

**T**Hese are to certify you, That I have received the Monies and Goods according to your Order, and am not only bound to confess my self highly obliged to you for so great a Kindness, but promise to make good Payment and Return, whensoever it shall be your Pleasure to demand it: And when I have done that, I must still remain a Debtor to your Generosity, and ever own my self,

*Sir, Your most obliged Servant,*

N. D.

*A Letter of assured Friendship.*

S I R,

**I** Understand that you have some Scruples, Whether the Marks of my Friendship are real or no; truly I ought to blame you for doing me so much Injury: If you knew me better, you would doubtless never have

*Choice Letters on several Occasions.* 87

have harboured the least thought of that Nature; but perhaps you do it but to try my Temper : Well, Sir, notwithstanding what has already passed, I again give you my Word, in the Sacred Name of Friendship, that I am entirely yours, and beg that you would satisfy your self, That nothing is in my Power but what you may command ; and so I rest,

*Your Affectionate Friend,*

L K.

*A Letter of Consolation to one in Prison.*

S I R,

I Cannot but condole your unhappy Condition : And as I had the Happiness to participate in your Prosperity, so give me leave to share with you by Sympathy in this your Misfortune, and as a true Friend to bear a Part as much as may be in your Sufferings ; and entreat you, however grievous such a Restraint may prove to so noble and generous a Soul as yours, that you would not afflict your self, but bear with your wonted Patience and Bravery of Mind, what cannot at present be helped or redressed, considering such Casualties and Changes frequently befall Mankind ; and let it more immediately, Sir, be your Comfort, That it happens not by any Neglect or Extravagance of your own, that your Fortunes are sunk thus low, but by inevitable Losses and Mischances, that have even conquer'd your Diligence, and baffled your Industry, insomuch that I may say, That Fortune herself strives against you. Yet be not cast down, but think that you may yet live, not only to overcome the Storm of Adversity, but to see many prosperous Days. Remember the Eclipse Holy Job suffered, and with him be comforted, That your Help is in the Lord, and that God will not leave nor forsake those that trust in him. These Things I thought fit to put you in mind of, in hopes they

E 4

may



88 *Choice Letters on several Occasions.*

may establish you in an unconquerable Resolution, to undergo what is laid upon you, 'till it can be redressed : And so 'till I have the Opportunity to pay you a Visit, take leave to subscribe my self,

Sir,

*Your Constant and most*

*Faithful Friend to serve you, J. S.*

*A Letter to congratulate a Party upon his overcoming any Danger, or being freed from Trouble, &c.*

S I R,

I Am not a little overjoy'd that the Opportunity is put into my Hands, whereby I have leave to express how much I am concerned for your Deliverance, the News of which was more pleasing to my Ear, than the Sound of melodious Musick ; banishing at once from my Heart that Sorrow and Melancholy my Fears had created on your Behalf, and re-established in their Places, that Tranquility of Mind, that renders me all Joy and Lightfomeness, more perhaps than I can reasonably expect should gain Belief, were it related ; however, I shortly intend, God willing, to wait upon you, and express my self in another manner. 'Till when, Sir, I am,

*Your loving Friend,*

*And very humble Servant, S. J.*

*A Letter from a Wife to her Husband, accusing him of Delay.*

*Dear Husband,*

I Take this Occasion to write to you, that I may put you in mind of your Promise, which you made me of returning at a certain Day, which now is past, and yet I hear no Certainty when you will be with me ; wherefore I cannot but tax you with Unkindness, unless I should flatter my self that some new Occasion of your Delay has happened, or some cross Accident fallen out ; and if so, yet methinks

methinks you might have been so just to my Fears  
as to send me word, that being thereby better satis-  
fied, I may restrain the Disorders that sundry Con-  
jectures have raised in me, nor would you sure have  
delayed it, if you knew, or were sensible of the  
Afflictions I undergo, by being hurried upon Uncer-  
tainties, especially if the Ties of our former Love,  
has suffer'd no Violation, or is not on your part  
chill'd with the Blasts of Coldness and Indifferency.  
However, let me at last hear from you, that I may  
rest better satisfied, and 'till then I remain,

*Your loving Wife,*

A. D.

*The ANSWER.*

*Most Loving Wife,*

I Received your Letter, wherein you spare not to  
accuse me of Neglect, in which indeed I will not  
altogether undertake to justify my self, especially in  
that part which relates to my not sending to you,  
tho' it rather happened through hurry of Business and  
Affairs that I have unexpectedly met with, than thro'  
any Coldness or Disrespect for her, whom I sincerely  
profess to love and esteem above all Earthly Things.  
Therefore let me entreat you to calm your Fears, and  
add a little to your Patience for a few days, at the end  
of which I shall not fail to be with you, and render you  
a better account of my Business as I well hope to your  
Satisfaction, 'till when, I heartily subscribe my self,

*Your kind and ever-loving Husband,*

E. D.

*A Letter of Complement from one Gentlewoman to ano-  
ther in excusing a Visit.*

*Madam,*

I Profess I know not how sufficiently to express  
my self in such obliging Terms, as may be suf-  
ficient or capable of carrying with them so much as  
the face of an Excuse for the late unseasonable Visit  
I gave your Ladyship, tho' when I consider your

E S

good

50 *Choice Letters on several Occasions.*

good Nature, Gentleness, Generosity, and Easiness to Pardon and Forgive, I lay somewhat a bold Stress upon the Lines which I send to plead for me and on my Behalf: However, if you forget my unseemly Intrusion, I have thus much to say, That I must wholly attribute it to your Goodness; and shall never cease to be an Admirer of your Vertues, whilst I am,

*Madam, your faithful Friend to serve you,*

J. G.

*The ANSWER.*

*Dear Madam,*

**Y**OU need not have strained your self to excuse what I never thought a Crime, but rather look'd upon as a great Honour and Favour, being proud that you would grace my Habitation with your Presence. I might indeed excuse my self upon so sudden a Surprise, for the poor Entertainment I could presently accommodate you withal; but I hope you'll be so favourable to me, as to guess at my good Intention, by the Ambition I have to be,

*Madam, your most obliged Servant,*

M L.

*A Letter of Instructions to a young Gentlewoman.*

*Madam,*

**H**AVING had the Honour not only to be acquainted with your self, but likewise with the rest of your good Family, I cannot but express the Zeal I have to serve a Gentlewoman of such promising Towardness, as your Years give such a lively earnest to hope; and therefore thought fit to let you know, that it is the desire of your Parents, that you should be with me, in order to be instructed in such Things as may render you more accomplish'd. And indeed it is not the least of my Happiness that it is in my Power, through my Labour and Industry, to contribute any thing to your Advantage; so let me entreat you not to delay coming to me with the first

conve-

conveniency, nor doubt to find such civil and welcome Usage, as I hope will be pleasing and agreeable to your Humour and Constitution: Wherefore in Expectation you will comply with the Desire of your Parents, and render me happy in your Conversation, I remain,

*Your real and most affectionate Friend,*

R. P.

*A Letter written to reclaim Youthful Extravagancies in a Son, &c.*

S O N,

**T**HE unhappy Report of your Vagaries and wild Extravagancies having reached my Ears, I could no longer refrain to let you understand, That I resent them very heinously, and am altogether displeased, That you should give up the Prime of your Years to such Follies, as you stand charged withal; especially when I expected other Fruits of my Labour and Care, to render you such an one as might be a Credit rather than a Reproach to me, you little deserving the Cost I have from time to time bestowed upon you in Learning, and other Things, to fit and qualifie you for Employments, that might not only prove profitable, but render you accomplished: Nor is it the smallest part of my Grief to hear, that you are addicted to Drinking and utter prophane Words and Expressions altogether unbecoming a Gentleman: Wherefore I conjure you, by all the Bonds and Ties of Nature and Affection, by which you stand bound and obliged to me, That you speedily reform your Ways and Actions, or expect to be ever disowned and rejected by

*Your incensed Father,*

R. B.

*A Letter*

92 *Choice Letters on several Occasions.*

*A Letter from an elder Brother to a younger, exhorting him to a good Behaviour and seemly Carriage.*

*Dear Brother,*

**I** Thought fit, seeing you are arrived at sufficient Years of Discretion, to put you in mind, that your childish Affairs ought now to be laid aside, and instead of them, more serious Thoughts and Matters take Place, that so you may add to the Reputation of our Family, and gain to your self a good Esteem, which is of great Value, and ought to be priz'd at no common Rate, as being the chiefest Adornment of Youth and Age; nor would I have you take this Admonition amiss, or altogether out of Humour, and consequently term it out of Season; but as the true Sence and cordial Desire of him that loves you, and wishes your Advancement and Welfare equal with his own, coveting nothing more than to see you thrive both in Wealth and Reputation. And so hoping this Advice will not be taken amiss, nor create any wrong Understanding between us, I take my leave, and am,

*Your very loving Brother,*

P. C.

*A Letter of Thanks for an Advancement.*

*S I R,*

**T**HE Credit of your Letter having procured me what I desired and so earnestly wished for, I should prove my self very ungrateful if I should any longer delay to make an Acknowledgment of your Favour, wherefore I took the Boldness to send you in this Paper my hearty and unfeigned Thanks, confessing them at the same time as I always shall be ready to do, a poor and unworthy Return for so great a Kindness; however, I must entreat you, till I am in a Capacity to send you a more suitable Acknowledgment, to accept them, or at least entertain them as a Pledge of my Respect, till my future Endeavours speak more largely the



the Sentiments of my Soul ; and till then, all I can do more, is to subscribe my self,

*Sir, your most devoted Servant,*

T. R.

*The ANSWER.*

S I R,

THE acknowledgment you have already made me deserves a greater Favour than any thing that is in the compass of my Power can oblige you withal, and it is not the least of my Happiness, that it so luckily came into my Mind, to think of the way I did to oblige you, nor shall either my Studies or Endeavours be wanting to serve or oblige you in what I may, tho' I dare not imagine it will ever be in my way to do for you according to your Worth and Merit ; however, let it be taken in good Part, that nothing shall be wanting in me so far as my Ability or Interest will any ways contribute to your Welfare ; nor let it at all concern you to make any further Requital for what is past, seeing I voluntarily own that I am already more than rewarded if we come to weigh the Merit of so trivial a Thing. And so, Sir, making it my Study to find out new ways to oblige you, I remain, *Your cordial Friend and most humble Servant,*

A. L.

*A Letter to Congratulate a Person upon his Return out of Foreign Parts, or from any long Journey.*

S I R,

I Am overjoy'd at the News of your happy Return, and the more, because the Assurance I have of your Safety has banish'd those Fears that oppress'd me when you were absent, lest some Misfortune or sad Mishap had befallen you ; yet, at the same time I must accuse my self for sending you a Paper, when indeed I ought to have waited upon you in Person, though in my Defence I may say thus much, that had not extraordinary Business detain'd me, I had not failed to have been with you ;  
how-

94 *Choice Letters on several Occasions.*

however that Business once dispatch'd, I will no longer delay my coming, to let you, by Word of Mouth, more plainly know how much I am,

*Sir, your very humble Servant,*

T. B.

*A Letter to congratulate one recover'd from Sickn-ss, &c.*

*S I R,*

**I** Send this Paper to let you know that I am not ignorant of your Recovery from the dangerous Sickn-ss, which to my very great Sorrow, I perceived the last Time I was with you, had brought you in a manner to the very Brink of the Grave, tho' I must acknowledge you made the best of it, by bearing your Affliction with invincible Patience, and made your Suffering seem light, because you would not see the Afflictions of your Friends, who incumbered you with their Lamentations : But now the Storm is over, and all is calm again, what can they or I do more than rejoice ? Like Mariners, that after a tedious and threatning Tempest, have brought their Ship safe into an Harbour, and have Leisure to refresh themselves on some Hospitable Shore, it happens with us, who after much Perplexity, and Disquiet of Mind, have at last found Ease and Refreshment in the Recovery of our Friends ; the which I heartily wish may continue, and in Hopes thereof, I flatter my self, with a more than ordinary Felicity, and am,

*Sir,*

*Your ever Constant and Faithful Friend,*

C. C.

*A Letter of Entreaty to ask a Favour, &c.*

*S I R,*

**B**Y your reiterated Favours and frequent Promises of Kindness, I am emboldened once more to press and intrude upon your good Nature with a farther Request, the Purport of which is, That you would be pleased to send me by this Bearer the

Sum

Sum of Twenty Pounds : Though indeed I cannot, considering the frequent Obligations you have laid upon me, ask it without a Blush ; however my Necessity compels me to it, and all I can say for my self, is, That besides my denominating you the best of Friends, I must make it my Business to inform my self how I may in some measure gratifie you for the Benefits I have received, and ever remain,

*Sir, your most obliged Servant,*

T. K.

*A Letter of Promise from one Party to another.*

S I R,

I Am not forgetful in what Nature I made you a Promise, and doubt not, but that you expect I should fulfil it, than which I intend nothing more : However, I must beg your Pardon, if I cannot do it so soon as is expected, though I am not in the least forgetful ; nor do I ever intend to be, 'till I have given you that Satisfaction, which I question not may be answerable to your Desires : And so Sir, using my utmost Diligence to answer with all convenient speed your Expectation, in discharging my Word and plighted Troth, I remain,

*Your Servant to Command,*

T. G.

*A Letter of Thanks for a Present receiv'd.*

S I R,

Should I be wanting to return you my Thanks for the Present you sent me, I might be censur'd, not only to be unworthy of it, but likewise of your Favour and good Opinion, which I most of all esteem ; and therefore to avoid any such Misfortune, I send this Paper as the silent Messenger of my unfeigned Thanks and good Wishes towards you, not doubting speedily to give a better Demonstration of the Esteem I have for you, and of the Respect I bear you : However, hoping as a Friend, you will be pleased at present to take this in good Part, I rest 'till

'till a better Opportunity enables me more fully to  
expres my self,

Sir,

Your most devoted Servant,

A. P.

*Thus, Reader, my First Task is at an End,  
Which I as useful to the World commend:  
Yet leaving it for those to judge, who read,  
I now to Things more useful do proceed.*

*Stiles and Titles of Honour, &c. or, True Instru-  
ctions for External and Internal Superscrip-  
tions and Subscriptions of Letters, according  
to the best Rules and Methods in Use amongst  
the most Ingenious Secretaries.*

**R**EADER, Having given you a Prospect of  
the Intent, Purpose, sundry Kinds and Ma-  
nagement of Letters, as to Matter and Form, &c.  
together with Examples of the most curious Letters  
of all kinds, especially such as are necessary for the  
intended Purpose and Design: I think it fit to add  
more Curiosities, so that nothing may be wanting  
that is any ways suitable or convenient, viz.

I. When you write to any Person, if you would  
have it well accepted, you must consider his or her  
Title, Degree or Alliance, and so frame your Com-  
pliment, Superscription, and Subscription accord-  
ingly: And that you may know how to distinguish  
in this Case, as to Titles of Honour or Respect, take  
Notice in your Addresses this Form is mostly in  
Use, viz.

To the King, Sir, or, May it please your Majesty;  
and sometimes, Sacred Sir, Dread Sir, Liege Lord, &c.

To

To the Queen ; *Madam*, or, *May it please Your Majesty*, or, *Most Sacred Majesty*.

To the Prince ; *Sir*, or, *May it please your Royal Highness*.

To the Princess ; *Madam*, or, *May it please your Royal Highness*.

To a Duke ; *My Lord*, or *May it please your Grace*.

To a Dutchess ; *Madam*, or, *May it please your Grace*.

To a Marquis ; *My Lord*, or, *May it please your Lordship*.

To a Marchioness ; *Madam*, or, *May it please your Ladyship*.

To an Earl ; *My Lord*, or *Right Honourable*.

To a Countess ; *Madam*, or, *Right Honourable*.

To a Viscount ; *My Lord*, or *Right Honourable*.

To a Viscountess ; *Madam*, or *Right Honourable*.

To a Baron ; *My Lord*, or, *May it please your Lordship*.

To a Baroness ; *Madam*, or, *May it please your Ladyship*.

To a Baronet ; *Sir*, or, *May it please your Worship*.

And to his Lady ; *Madam*, or, *May it please your Ladyship*.

To a Knight ; *Sir*, or, *Right Worshipful*. And to his Lady ; *Madam*, or, *May it please your Ladyship*.

To an Esquire ; *Sir*, or, *May it please your Worship*.

And indeed, *Sir*, or, *Much Honour'd*, is used to Gentlemen in general ; as *Madam*, or *May it please you*, *Dear Mistress*, is used to the contrary Sex, of any Degree, inferior to what I have named : Though in case of writing to a Duke, those that will strain to the Height, stile him *Most High*, *Potent and Noble Prince* ; And a Marquess, *Most Noble and Potent Lord*, and the same to an Earl ; as also to a Viscount, they give the Title of *Right Potent and Noble*



98 *Stiles and Titles of Honour, &c.*

*Noble Lord*, and to a Baron, *Most Noble Lord*; and so to the rest in order, according to their Dignity or Degree, nay, according to their Advancement, and Places of Honour; for although they may be of a meaner Quality, yet their Places of Honour and Trust may equalize their Titles, during the Continuation of that Preferment. As when the Lord-Chancellor, or Lord-Keeper of the Great-Seal, Lord-Treasurer, and Lord Privy-Seal, take Place next the Princes, &c. of the Blood-Royal; and so as the former, in respect of their Offices, the Lord-High-Chamberlain of *England*, the Lord-Steward of the King's Household, and the Lord-Chamberlain of the King's Household, take the Places of Earls, and are stiled, in what Degree soever they are, *Right Honourable*, &c. nor can I imagine it less than commendable, for Inferiors rather to super-abound than lessen or detract from the Titles of Honour, or Respect they ought to have for their Superiors.

There are other Titles which are proper external Supercriptions, or such whereby the Letter is directed, if it be not sent by a special Messenger, and many times, not amiss to be inserted, although the Messenger be special, and then to be written upon a Paper that covers the Letter, the Enclosure not being sealed to prevent tearing, as often in other Cases it happens; and these are as follow, seldom varying, unless some Addition be made in respect of several Titles centring in one and the same Person, which is frequently left to the Discretion of the Supercriber, *viz.*

*To the King*, or, *To his Most Excellent Majesty*; or, *To the Most Sacred Majesty*.

*To the Queen*, or, *To the Queen's Most Excellent Majesty*.

*To the Prince*, or, *To his Royal Highness*.

*To the Princess*, or, *To her Royal Highness*.

And in case of the Lords Spiritual, *viz.*

To his Grace the Lord A. B. of Canterbury.

To his Grace the Lord A. B. of York.

And frequently the Stile is, *To the Most Reverend Father in God, &c.* If to other Bishops, *To my Lord, The Reverend Father in God, &c.* And to the other Inferiour Clergy, *Reverend Doctor*, or otherwise according to their Degree and Quality. But if you write to a Temporal Lord, you must vary the Stile after this manner, as,

To his Grace, the D. of B.

To the Right Honourable, the Marquis of H.

To the Right Honourable, the Earl of S.

To the Right Honourable, the Lord Viscount M.

To the Right Honourable, the Lord B.

Nor ought the Sons of the Nobility to be dignified, tho' not the immediate Heirs, with less than the Title of *Honourable*; as being their Due by Birth-right: and to a Knight and Baronet, by Virtue of his Patent, the Title of *Honourable and Right Worshipful* is given. As likewise the latter to a Knight, and *Worshipful* to an Esquire.

Every Privy-Counsellor, though not a Nobleman, is stiled *Right Honourable*; all Embassadors have the Stile of *Excellency*; as likewise has the Lord-Lieutenant of Ireland, and the Captain-General of his Majesty's Forces when in being. Nor is the Lord-Mayor of London during his Mayoralty, a less Title than *Right Honourable*, and the Sheriffs, during that Office, are stiled *Right Worshipful*; nor does any thing less than the Title of *Esquire* extend to the Mayors of any Corporation, after their Mayoralty is expired. As for Titles, or rather Complemental Civilities due to Persons of lesser Rank, I leave them to the Discretion of the Writer, to suit them according to their Dignities, or the Occasion of his Writing; and so I proceed to other Matters necessary to be known.

*Subscriptions,*

*Subscriptions, and other curious Matters worth the Notice of the READER; together with Directions for Pointing and Noteing Stops, &c.*

**A**S for *Subscriptions* (which are those that are written under the Letter) they are no other than the Complements of the Writers, to which the Names are affixed, yet ought to express in some measure the Quality of the Person, by an owning Superiority in him to whom the Letter is directed, or a Power and Authority in him who writes it, over him to whom it is written; on the other hand Friendship, Equality, or Familiarity.

When we write to Persons of Quality, we leave a large Distance between the Body of the Letter and the *Subscription*, as likewise in case of the External *Superscription*, which signifies the greater Respect. And if Letters of Business, or from any strange Place are required, you must on the Left-hand side down the Date of the Month, and the Name of the Place, which indeed may not be amiss in any kind of Letter, unless you would not discover the Place from whence you send it. Wherefore having thus hinted it, I leave the rest to the Discretion of the Writer, ever minding him to write in such a Style as may be most suitable to the Capacity of those he writes to, and suitable to the Business or Affair he writes about, not affecting any Singularity or Formality, nor making too often Repetition of unnecessary or affected Words: Considering, in the most seemly manner, to suit what we write, as before I have hinted, to the Capacity, Quality, Sex and Age of the Person to whom it is intended. Nor must Brevity and Plainness be rejected; no, nor Fairness in Writing, especially by those

## Directions for True Pointing, &c. 101

those who are not much incumbered with Business, and have time to deliberate on it: For by so doing, together with true Spelling, great Applause is frequently gain'd; nor must the making up or sealing be uncomely: But that which among the Learned is accounted the most necessary thing in Writing is the art of True Pointing; and because many are ignorant therein (by which Means their Letter may bear false Constructions, and so disappoint their Expectations) I shall give some brief Directions to that purpose.

### Directions for True Pointing, &c.

THE Points or Stops are principally Six, and are characteriz'd in this Manner, as they are generally found both in Writing and Print, tending to the great Advantage of Either.

|                 |   |                     |   |
|-----------------|---|---------------------|---|
| 1. A Comma      | , | 2. A Period         | . |
| 3. A Semi-Colon | ; | 4. An Interrogation | ? |
| 5. A Colon      | : | 6. An Admiration    | ! |

A Comma, (,) being the first of these, though some, 'tis held the least significant, is most frequently used; for requiring little or no Breathing Pause, it is the oftener used; and that principally for the Smoothness and Intelligibleness of style.

A Semi-Colon (;) is that which carries a greater weight than the former, both in Relation to the Pause and Pause, and is a Medium between a Comma and a Colon; of late Invention: For indeed anciently there were no more Points than a Colon or Period, except the Sentence was Interrogatory or Exclamatory.

A Colon (:) was used properly, when the sentence was not spent or ended, though the full Sense

Sense was expressed, but now much oftner in use by reason of the Accession of new Points.

4. A *Period* or *Full Point* (.) is placed where the Sentence or entire Sence ends, not needing any further Explanation.

5. A *Note of Interrogation* (?) or asking Questions, is placed at the end of a Sentence which Demands a Question, and requires an Answer, &c.

6. A *Note of Admiration* (!) is when any Person expresses himself in Wonder and Ecstasie, with lifted up Hands or Eyes, &c.

There are, besides these, Thirrtteen other Notes commonly used, though not so frequently, nor indeed are they so necessary as the former: However I shall set down their Characters, and show their Use, &c.

- |                         |   |   |                         |
|-------------------------|---|---|-------------------------|
| 1. An <i>Asterism</i>   | * | } | 8. An <i>Index</i>      |
| 2. An <i>Hyphen</i>     | - |   | 9. A <i>Parenthesis</i> |
| 3. A <i>Caret</i>       | ^ |   | 10. A <i>Crotchet</i>   |
| 4. An <i>Obelisk</i>    | † |   | 11. A <i>Section</i>    |
| 5. A <i>Separation</i>  | — |   | 12. A <i>Parallel</i>   |
| 6. A <i>Quotation</i>   | " |   | 13. A <i>Paragraph</i>  |
| 7. An <i>Apostrophe</i> | ' |   |                         |

1. *Asterism* (\*) or *Little Star*, is frequently used when any Sentence or History is alluded to, or may be compared with another.

2. An *Hyphen* or *Division* (-) is of no other Use than for Connection (as *Burnt-Offering*) or when at the end of a Line it directs half a Word to the other half in the next Line.

3. A *Caret* (^) is used to no other end, than to mark where Words that are left out and interlined, ought to come in.

4. An *Obelisk* or *Dagger* (†) is generally used to refer from the Substance to the Matter in the Margin, in comparing the Signification of the Word in several Languages.



*Directions for True Pointing, &c.* 103

5. A *Separation* (·) as I have hinted, divides or directs to a Word, which is half in one Line and half in another.

6. A *Quotation* (") is when a Party borrows or cites the Words of another, they being expressly the same.

7. An *Apostrophe* (') is the cutting off of a Vowel for shortness, and is most commonly used in Verse.

8. An *Index* (☞) is used to point or mark out some notable Sayings, or the Stress of the Matter.

9. A *Parenthesis* ( ) denotes the inclosed Words so sound somewhat different from the rest, which indeed are properly Sense without them, and altogether coherent, but the Expression of the Matter not altogether so plain and effectual.

10. A *Crotchet* [ ] differs little from a *Parenthesis*, and is frequently used when some extraordinary Word is to be noted, and for the more immediate Remarks sake is included, and sometimes a whole Sentence; but indeed is frequently used to explain the Meaning after a *Parenthesis*.

11. A *Section* (§) is when a large Discourse or Treatise is divided into many Parts, and takes its Name from cutting or dividing, &c.

12. *Parallels* (||) are placed to compare the Significations of several Texts or Interpretations of Words of divers Languages, bearing one and the same Meaning, though somewhat different in the Expression.

13. A *Paragraph* (¶) is no more than a compact Number of Lines, the which although they are placed in a large Volume, refer to no more but themselves, as being entire and independant, as we vulgarly call it; they make a Story of themselves, and in this Case, the Mark abovesaid, preceeds the first Sentence. And indeed these Points, especially the former Six, are so necessary, that many

many times for want of them, the Sense may be mistaken, or the true Meaning of it perverted, even to the Prejudice of the Writer: Nor was any thing more the Occasion of the Mistakes of those who consulted the Oracles of Old, than the want of true Observance of the Points, by reason, that the Sentences deliver'd as their Answers, commonly bore a double Construction and Meaning; so that by such Sophistry the Devil deceived and deluded his ignorant Votaries: And truly many wicked Persons have by his Example served themselves in this kind, that if so their Villany happened to be detected they might find a pretence to evade it, and assert their Meaning to be otherwise; and of these I might instance many; but designing Brevity, I shall pass them over.

*Thus Reader, having my first Task fulfill'd;  
I to your Hands the fragrant Garland yield,  
Adorn'd with Roses, deck'd with Lillies round,  
Such as in Ages past were never found:  
And though they in their Native Garb appear,  
No Thought can form, with Reason, what's not here.  
In all I promis'd, you will find me just,  
For which I beg to gain a farther Trust.  
I beg once more those winding Paths to tread,  
That to the various Lands of Profit lead,  
To bring from thence rich Wares, as needs must be  
Grateful to Mankind in a huge Degree;  
Such as to Youth and Age may welcome prove,  
And let them see how for their Good I strive;  
How for their Ease I've brought into One Field  
The straggling Crop a Hundred late did yield.*

The End of the FIRST PART.

PART

---

## PART II.

---

*Useful and Advantageous* INSTRUCTIONS  
for the Making all such Legal Writings as  
are vulgarly in Use: Most fit and chiefly  
design'd for such as are unskilful in that Way,  
to be made Use of upon any sudden Emergency,  
and to supply the Occasions of Friends, Neigh-  
bours, &c. in Case of the Want of a Scrivener.

**H**AVING given such Necessary Instructions  
for writing Letters, and the Art of Manag-  
ing them to the highest Degree, in what  
relates to common Affairs, being further confident,  
that Matters whereby Conveniency, Profit, and Ad-  
vantage may arise, are ever the most acceptable, I  
have in this SECOND PART thought fit to proceed,  
in order to what cannot reasonably be supposed to fail  
my Expectation, but rather to heighten it, and give  
the Reader and Practitioner (in such Affairs) all  
imaginable Satisfaction, by setting down, in the  
exactest manner, the most legal Forms of such Writ-  
ings as are vulgarly in Use between Man and Man, &c.  
with many other Things of the like Nature, where-  
by an indifferent Scholar may be enabled, upon any  
Emergency, to supply the Wants and Occasions  
of his Friends, Neighbours, or any other Person  
without the Assistance and Charge of a Scrivener  
or Attorney, who are not at all Times, nor in  
every

106 *Usual Forms of Bills, Bonds, &c.*

every Place to be found. But no longer to prologue upon a Matter of such Importance, that is able to speak for it self, I shall proceed to what is Exemplary; and first, I shall open my Design with sundry Forms of Acquittances, to be given or taken for the greater Safety and Security of the Person paying or receiving Moneys, either in way of Trade, Traffick or upon any other Account whatsoever.

*An Acquittance for Money paid in part of a Bond.*

**R** Eceived, May the second, 1719, of Oliver Wittany, the Sum of Five Pounds, Ten Shillings and Six Pence, in part of a Bond of Twenty Pounds, due and payable to me on the twenty eighth Day, of March last past, and bearing Date the twenty eighth of September, Anno Dom. 1718. In Acknowledgment of which Receipt of the said Sum of Five Pounds, Ten Shillings, Six Pence, I have hereunto set my Hand, the Day of the Date and Year first above-mention'd.

l. s. d.  
05 10 0

*Witness,*

Thomas Leighton.

Abraham Cornelius

*A Receipt or Acquittance to be given by an Apprentice Clerk, or menial Servant, on the Behalf of his Master &c. when authorized.*

June the First Day, 1719.

I Received of William Walcomb, the Sum of Five Pounds, Ten Shillings and Six Pence, being in part of other Accompts, yet depending and unpaid: I say, Received for the

l. s. d.  
05 10 0

of my Master Thomas Grant,

By me John Servewell.

*Another*

*Another of the like kind in full.*

Received the Second of June, 1719,  
 of Mr. William Holiate, the Summ  
 of Ten Pounds, which by virtue of suf-  
 ficient Authority so to impower and au-  
 thorize me. I do acknowledge to have  
 received in full of all Accompts, for the  
 Use of my Master Tho. Wenton. In wit-  
 ness whereof, I have set my Hand the  
 Day and Year above-mention'd.

*Robert Wingate.*

*An Acquittance in full for Money, in way of Trade, or  
 Lent, without any Obligation.*

*May 3. 1719.*

Then Received of Mr. John Paywell,  
 the Summ of Ten Pounds, due  
 from him to me upon Accompt, and is  
 in full for all, and all manner of Debts,  
 Dues, Demands or Accompts, due from  
 him to me, or any ways depending be-  
 tween us, which in Law or Equity I can  
 justly or lawfully demand, or lay claim  
 to. In witness whereof, I have set my  
 Hand, the Day of the Date and Year  
 above-mention'd.

*Witness,**Arthur Rainer.*

Alexander Summerton.

*An Acquittance in full for a Horse, &c.*

Received June the First, 1719, of  
 William Berkshire, the Summ of  
 Fifteen Pounds Five Shillings, in full  
 for one Bay Gelding Fifteen Hands high,  
 vouched and sold by me to him the said  
 William Berkshire, in open Marker, the  
 Date of the Day and Year above-men-  
 tion'd. In witness whereof, I have set  
 my Hand,

*Witness,**James Driver*

Thomas Carter.



108 *Usual Forms of Bills, Bonds, &c.*

*An Acquittance in full for Rent.*

*May the Sixteenth Day, Anno Dom. 1719.*

**T**Hen Received of Mr. John House-  
man, the Sum of Seven Pounds  
Ten Shillings in Money, and Ten Shil-  
lings more, which I have set off and dis-  
counted for, and in Consideration of his  
paying so much for Taxes on my behalf;  
which Sum of Eight Pounds is in full  
Payment for a Quarters Rent, due from  
him to me (for the Messuage or Tene-  
ment in which he now dwelleth) at the  
Feast of the *Annunciation* of the Blessed  
Virgin last past. In acknowledgment  
and Witness whereof, I have set my  
Hand, the Day and Year of the Date  
above-mention'd.

l. s. d.  
08 00 00

Witness,

*Benjamin Ridgely.*

*Abel Saywel.*

*Another Acquittance for Rent.*

**R**eceived, *May the Fifteenth, 1719.*  
of James Braghill, the Sum of  
Twenty Pounds, being in full for half  
a Year's Rent, due at our *Lady-Day*, last  
past, from him to me, for his Farm situ-  
ate in the Parish of *Mitcham*, in the  
County of *Surrey*. I say, Received

l. s. d.  
20 00 00

By me *Andrew Winton.*

*A plain, short, and ordinary Acquittance, which may  
serve upon any Occasion.*

**R**eceived, *May the Tenth, 1719.* of  
*Philip Surley*, the Sum of Twen-  
ty Five Pounds Four Shillings, in full of  
all Accompts: I say, Received

l. s. d.  
25 04 00

By me *Thomas Longdale.*

*Acquittances*

*Acquittances proper to be given by a Brewer's Clark.*

May the First, Anno Dom. 1719.

**T**hen received of *Ralph Philpot*, for  
Ten Barrells of Beer, and Four of  
Ale, Ten Pounds Ten Shillings, at Fif-  
teen Shillings per Barrell; at which time  
Ten Barrells of Beer and One of Ale rest-  
ed upon the whole Accompt: In Consi-  
deration of the Receipt of which Sum,  
to the Use and Behoof of my Master  
Mr. *Thomas Hgdale*, I have in Witness  
thereof hereunto set my Hand, the Date  
of the Day and Year above-mention'd.

l. s. s.  
10 10 00

*James Nash.*

*An Acquittance in full on the like Account.*

**R**eceived this Tenth of May, 1719.  
of *William Lee*, Victualler, the  
Sum of Ninety Pounds for Ale and Beer  
to him and to his Behoof delivered,  
by the Order of my Master Mr. *James*  
*Johnson*, and is in Full of all Accompts  
between the said *James Johnson* and *Wil-*  
*liam Lee*. In witness whereof I have set  
my Hand the Date of the Day and Year  
abovesaid.

l. s. d.  
90 00 00

*Walter Grimsby.*

After this manner, tho' with somewhat of Altera-  
tion, for things that in variety require to be mention'd  
as to their Name and Quality, may any Acquittance be  
made, tho' in case of a full Payment; if in a Concern of  
Moment, nothing is more proper or safe than a general  
Release; which if given in the Presence, and attested  
under the Hands of good Witnesses, many times secures  
the Party from Cavils or Exceptions that may be made  
or raised about the Insufficiency of an Acquittance:

110 *Usual Forms of Bills, Bonds, &c.*

wherefore I shall in the next Place proceed to give you the Form of that Indemnity, that is past any peradventure of Defect, if legally obtained, and truly dated.

*The Form of a General Release.*

**K** Now all Men by these Presents, That I *James Wills* of *Gravesend*, in the County of *Kent*, Mariner, have demised, releas'd and for ever quitted Claim, and by these Presents do Demise, Release, and for ever quit Claim to *Christopher Bedrow*, of the City of *Cancerbury*, in the County aforesaid, Merchant, his Heirs, Executors and Administrators, of all and all manner of Action and Actions, Suits, Bills, Bonds, Writings Obligatory, Debts, Dues, Duties, Accompts, Summ and Summs of Money, Leases, Mortgages, Judgment by Confession, or otherwise obtained, Executions, Extents, Quarrels, Controversies, Trespases, Damages and Demands whatsoever; which in Law or Equity, or otherwise howsoever, I the said *James Wills* against the said *Christopher Bedrow* ever had, and which I, my Heirs, Executors or Administrators, shall, or may have, Claim, Challenge or Demand, for or by any Reasons, Means, or Colour of any Matter, Cause, or Thing whatsoever, from the Beginning of the World, to the Day of the Date of these Presents. In Witness whereof, I have hereunto set my Hand and Seal, this Fourteenth Day of *April*, in the Fifth Year of the Reign of our Sovereign Lord *George*, King of *Great Britain*, &c. and of Man's Redemption. 1719.

*Seal'd and Deliver'd  
in the Presence of*

*James Baker.*

*Tho' Singleton.*

*James Wills.* ●

As for this Form, it may serve upon any occasion  
of

*Usual Forms of Bills, Bonds, &c.* III

of this Nature, and include two or more Persons, if the Matter require it, but then the Names of the Releasees and Released must be inserted, with the Place and County, as also their Quality, and the Letter *I* must be changed into *we*, and *my* into *our*, as also *his* into *their*, &c. Though indeed, in such a Case, the Charge and Trouble not being great, each individual Person would be more assuredly secured, if he procured a Release in which himself is only included as the Released: However, for the better Satisfaction of those who would not be at so great a Trouble of writing that twice, which they imagine, and indeed may prove sufficient, having done it once, amongst honest and well-minded Persons, I'll set down the Form of a Double Release.

*The Form of a Release wherein more than One are included.*

**K** Now all Men by these Presents, That we *George Willis*, of the Parish of *St. John at Hackney*, in the County of *Middlesex*, Gent. and *Thomas Barber*, of *Edgar*, in the same County, Husbandman, have jointly and severally Remised, Released, and for ever quitted Claim, and by these Presents do Remise, Release, and for ever quit Claim to *James Percy* and *William Simms*, of *London*, Gentlemen, their Heirs, Executors and Administrators, of all and all manner of Action and Actions, Cause and Causes of Actions, Suits, Bills Bonds, Writings Obligatory, Debts, Dues, Duties, Sum and Sums of Money, Leases, Mortgages, Judgments by Confession, or otherwise obtained, Executions, Extents, Quarrels, Controversies, Trespases, Damages and Demands which in Law, Equity, or other Ways whatsoever, we the said *George Willis*, and *Thomas Barber*, against the said *James Percy*, and *William Simms*, ever had, and which we, our Heirs Executors, and Administrators, shall or may have

Claim.

112 *Usual Forms of Bills, Bonds, &c.*

Claim, Challenge, or Demand, for, or by any Reason, Means or Colour of any Matter, Cause or Thing whatsoever, from the Beginning of the World, to the Day of the Date of these Presents. In witness whereof we have hereunto set our Hands and Seals, this Twentieth Day of May in the First Year of the Reign of our Sovereign Lord King GEORGE, by the Grace of God, of Great-Britain, &c. and in the Year of Man's Redemption, 1715.

*Signed, Sealed and Delivered  
in the Presence of*

T. Meridon.

C. Geburnus.

George Willis.

Tho. Barber.

*A most exact Copy of a Letter of License, usually granting and allowing Time of Safe Conduict to a Debtor incapable of making present Payment; as in the Form will more plainly appear.*

**T**O all to whom these Presents shall come, we whose Names are here under subscribed and annexed, Creditors of Humphry Baldwin, Citizen and Grocer of London, send Greeting. Whereas the said Humphry Baldwin doth now stand indebted unto us his Creditors in divers Sums of Money, which we are truly sensible he is not at present able to pay: And we the said Creditors and each of us respectively, being very well satisfied of the good Intent and Meaning of the said Humphry Baldwin, which he hath to pay us our said several Debts. Now, know ye; That we the said Creditors, and every one of us, for the Considerations aforesaid, have given and granted, and by these Presents do give and grant unto the said Humphry Baldwin, our sure and free License, Liberty and Conduict as is in us, to go, come, pass and repass about his Business and Occasions for and during the Term and Space of Two whole Years from the Date hereof, without Let, Suit, Trouble, or Molestation,



Molestation of us his said Creditors, or any of us, our, or any of our Heirs, Executors, Administrators or Assigns, or any of our Suit or Suits; and if it shall happen that the said *Humphry Baldwin*, at any time during the said Term of two full Years, to commence from the Date hereof, shall by us his said Creditors, or any of us, ours, or any of our Heirs, Executors, Administrators, or Assigns, or by any other Person or Persons, by, or through the Commandment, Will, Consent or Knowledge of us, or any of us or them, contrary to the Tenor and true Meaning of these Presents be any ways arrested, sued, or molested in his Person or Goods, and be not thereof forthwith discharged and defended, that then the said *Humphry Baldwin*, his Executors, Administrators or Assigns, shall, by Virtue of these Presents, be for ever clearly acquitted and discharged against him or them, his or their Executors or Administrators by what Means or Consent the said *Humphry Baldwin* shall, contrary to the true Intent and Meaning of this our present Writing of Safe-Conduct, be vexed, sued, arrested, attack'd, or hinder'd as aforesaid, and thereof not forthwith discharged and defended as aforesaid; and that it shall and may be lawful for the said *Humphry Baldwin* to plead and give in Evidence this our present Writing of Safe-Conduct, as in full Bar and Discharge of the Debt and Debts of such Person or Persons by whom the said *Humphry Baldwin* shall be so arrested, sued or molested as aforesaid. In witness whereof, we the said Creditors of the said *Humphry Baldwin* have hereunto set our Hands and Seals the Twenty eighth Day of March, Anno Domini 1719. Annoq; Regni Domini Regis GEORGI, nunc Magnæ Britannicæ, &c. Quarto.

Witness,

Adam Drake.  
Benjamin Lane.  
Thomas Smith.

Samuel Tarvil.  
Will. Plubin.  
George Newlod.

E 3

Andl

114 *Usual Forms of Bills, Bonds, &c.*

And so in two Rows, if one suffice not, you may have it subscribed with the Seals annexed ; and this Instrument must be Sealed, Signed, and Delivered by each individual Party, to your Use and Behoof, as an Obligation of that kind, and ought to be safely laid up, and carefully regarded. And seeing that a Letter of Attorney is wonderfully useful on sundry Occasions, enabling Persons the better to act by their Agents, when themselves are incapable, or at the greater Distance ; subsequent to this, I shall give you the safest and most exact Form, &c.

*The Form of a Letter of Attorney, to impower one to Receive or Sue for a Debt, and may serve in general, &c. the Name and Circumstance of the Business being changed, as Occasion requires.*

**K**NOW all Men by these Presents, That I *Richard Wadder* of *Hertsford*, in the County of *Hertsford*, Yeoman, have for sundry good Causes and weighty Considerations, Nominated, Constituted, Ordained and Appointed, and by these Presents do Nominate, Constitute and Appoint, and in my stead and place, put my trusty and well-beloved Friend, *James Groby* of *London*, Gentleman, my true and lawful Attorney, to Ask, Demand, Levy, Recover and Receive for me, and in my Name, and to my Use and Behoof, of *Will. Badding* of *C*—in the County of *Essex*, Husbandman, the Summ of Forty Pounds of good and lawful Money of *England*, which he the said *William Badding* oweth to me, and wherein he standeth bound unto me by his Bond, or Writing Obligatory, under his Hand and Seal, bearing Date the Twenty eighth Day of *March*, Anno Dom. 1719. giving, and by these Presents granting to my said Attorney my sole and full Power and Authority in the Premises, to Sue, Arrest, Implead, Imprison and Condemn the said

*William Badding*, his Heirs, Executors, or Administrators, for me, and in my Name, in any Court, Spiritual or Temporal, before any Judge or Justice; and the same *William Badding*, his Heirs, Executors, or Administrators, again out of Prison to deliver at his Discretion, and upon the Receipt of the said Sum of Forty Pounds, or any part thereof, one or more legal Acquittance or Acquittances, Discharge, or Discharges for me, and in my Name, to make, sign, seal, and deliver; as also one or more Attorney or Attorneys under him, to substitute or appoint, and again at his Pleasure to revoke, and further to do, execute, perform and finish for me, and in my Name, all and singular Thing or Things, which shall or may be necessary, touching and concerning the Premises, as fully, thoroughly and entirely as I the said *Richard Wadder* in my own Person, might or could do in or about the same; ratifying, confirming, and allowing whatsoever my said Attorney shall so do, or cause to be done in the Premises, by these Presents: In witness whereof, I the said *Richard Wadder* have hereunto set my Hand and Seal, the Seventh Day of January, in the Fourth Year of the Reign of our Sovereign Lord King *GEORGE*, by the Grace of God of Great Britain, &c. and in the Year of our Lord God, 1718.

*Richard Wadder.* ●

In case any Person should unadvisedly give or grant any such Letter of Attorney, which he, upon more mature Deliberation, is willing to revoke; then he may, for the repealing it, write and deliver this Form as a publick Protestation against the Letter so granted, in particular or general.

**T**O all Christian People to whom these Presents shall come, *Richard Wadder* of Hertford, in the County of Hertford, Yeoman, sendeth Greeting: Whereas I the said *Richard Wadder*, upon the Trust

## 116 Usual Forms of Bills, Bonds, &c.

Trust and Confidence which I had in *James Groby* of *London*, Gentleman, did, by my Letter of Attorney constitute and make the said *James Groby*, in my Name, and for all and singular my Goods, Debts, Dues and Demands whatsoever, my lawful Attorney, and did give him further Authority and Power to deal for me, as by the said Writing to him made, more at large appeareth. Now, know ye, That I the said *Richard Wadder*, for that the said *James Groby* hath by Colour of the said Authority to him given, behaved himself greatly to my Hindrance, contrary to the Trust and Confidence I reposed in him, have revoked, countermanded, and made void, and by these Presents do revoke, countermand and make void, the said Letter of Attorney, and all the Power and Authority of the said *James Groby* to him given, as well by the said Writing as by any other Means whatsoever, whereby he can or may pretend to have any Doing or Dealing for me, or in my Name, touching any thing that is mine. In witness whereof I have hereunto set my Hand and Seal the Seventh Day of *April*, in the Fourth Year of the Reign of our Sovereign Lord King *GEORGE*, by the Grace of God, of *Great-Britain*, &c. and in the Year of our Lord God, 1718.

*Richard Wadder.* ●

¶ *Note*, That if it be made to revoke a Letter of Attorney given for one certain Sum, that Sum must be only mention'd; but if no Limitation be set, you may express the Trust in general.

*The Form of an Indenture of an Apprentice.*

**T**HIS Indenture witnesseth, That *Thomas Williams* Son of *John Williams*, late of the City of *Bristol*, hath put himself, and by these Presents doth voluntarily, and of his own free Will and Accord, put himself Apprentice to *William Tradewell*, Citizen and Grocer of *London*, to learn his Art, Trade.

er Mystery, after the manner of an Apprentice, to serve him from the Day of the Date hereof, for and during the Term of Seven Years next ensuing ; during all which Term the said Apprentice his said Master faithfully shall serve, his Secrets keep, his lawful Commands gladly every where obey : He shall do no Damage to his said Master, nor see it to be done by others, without letting or giving Notice thereof to his said Master. He shall not waste his said Master's Goods, nor lend them unlawfully to any. He shall not commit Fornication, nor contract Matrimony within the said Term. At Cards, Dice, or any other unlawful Games, he shall not play, whereby his said Master may have Damage, with his own Goods, nor the Goods of others. He shall not absent himself Day or Night from his Master's Service, without his Leave ; nor haunt Ale-houses, Taverns, or Play-houses, but in all things behave himself as a faithful Apprentice ought to do, during the said Term. And the said Master shall use the utmost of his Endeavours to teach or cause to be taught or instructed, the said Apprentice, in the Trade or Mystery he now followeth ; and procure and provide for him sufficient Meat, Drink, Apparel, Lodging, and Washing, fitting for an Apprentice, during the said Term. And for the true Performance of all and every the said Covenants and Agreements, either of the said Parties bind themselves unto the other by these Presents. *In witness* whereof, they have interchangeably put their Hands and Seals this Ninth Day of *March*, in the Fourth Year of the Reign of our Sovereign Lord King *GEORGE*, by the Grace of God, of *Great-Britain, &c. Annoq; Dom. 1718.*

 *Note*, In this Case there must be a pair of Indentures, one of them to be signed by the Servant, and delivered as his Act and Deed to the Use of the Master ; and the other signed by the Master, and deliver'd in like manner to the Servant ; and the



the Seals to be in the middle of the Indenture, hanging by a Slip of Parchment, as in case of an Indenture of Lease or Covenant.

*The Form of a Will.*

**I**N the Name of GOD, *Amen.* The Tenth Day of *May*, in the Year of our LORD, 1719. I *Edward Mournful*, of *Stamford*, in the County of *Lincoln*, Gentleman, being very sick and weak in Body, but of perfect Mind and Memory, Thanks be given unto God therefore, calling unto Mind the Mortality of my Body, and knowing that it is appointed for all Men once to die; do make and ordain this my Last Will and Testament: That is to say, principally, and first of all, I give and recommend my Soul into the Hands of God that gave it; and for my Body, I recommend it to the Earth, to be buried in a Christian-like and decent manner, at the Discretion of my Executors, nothing doubting but at the General Resurrection, I shall receive the same again by the mighty Power of God; and as touching such worldly Estate, wherewith it hath pleased God to bless me in this Life, I give, devise, and dispose of the same in the following Manner and Form.

*Imprimis*, I give and bequeath to *Mary* my dearly beloved Wife, the Sum of Two hundred Pounds, of good and lawful Monies, to be raised and levied out of my Estate, together with all my Household Goods and Moveables.

*Item*, I give to my well-beloved Son *Robert Mournful*, whom I likewise constitute, make and ordain my only and sole Executor of this my last Will and Testament, all and singular my Lands, Messuages and Tenements, by him freely to be possessed and enjoyed. And I do hereby utterly disallow, revoke and disannul all and every other former Testaments, Wills and Legacies, Bequests and Executors, by me

in

in any ways before this Time Named, Willed and Bequeathed, Ratifying and Confirming this, and no other, to be my last Will and Testament. In Witness whereof, I have hereunto set my Hand and Seal, the Day and Year above-written.

*Edward Mournful* ☉

Sign'd, Seal'd, Publish'd, Pronounc'd, and Declar'd by the said \_\_\_\_\_ as his Last Will and Testament, in the Presence of us the Subscribers, viz.

*Peter Seafield,  
Isaac Nerve and  
George Doren.*

[\* \*] *Note*, That if any Legacies, or particular Summ or Summs of Money, Goods, Chattels, &c. be given, they must be mention'd, as the Names of those they are given to; and that, at this Day, Three Witnesses are requir'd, not any of them being included by Name in the Substance of the Will, as a Party concerned therein; for if so, the included Party is not held to be a legal Witness: And because, in case of Wills, many Controversies have arose, which have proved tedious and chargeable, I think it not amiss to cite the Opinions of the Learned in this kind, touching many Things very material to be known.

*Rules worthy of Observation, in Matters relating to Wills and Testaments, &c.*

[F any Person Seiz'd in Fee, makes a Feoffment, declaring his Will, upon the livery of it unto a Stranger to be, That the Feoffee shall stand Seiz'd to the use of the Feoffer, during Life, the Remainder to *William Slimsy* in Fee. In this Case it is held, That the Feoffer cannot alter this Will by his Last Will, albeit in the said Last Will he doth frustrate the former Will; because, say they, the Use is in him,

him in the Remainder upon the Livery; and it is in his Power to sell or dispose of it. But it is otherwise if the Uses were declar'd to be the right Heirs of the Body of the Feoffer: For if so, it may be in his Power to alter his last Will and Testament:

If a Testament bear Date at *Paris* in *France*, it may be prov'd by an Executor in *England* and it is a sufficient ground for the Executor to bring an Action for the Recovery of the Testator's Debts contracted in *England*: but on the contrary, if the Obligation bear Date in *Paris*, then it is not sufficient to ground an Action upon, in any of our Courts.

It is further held, That if Lands be given to a Man for ever, by Will, that he hath a Fee thereby, and some think that he hath but a Freehold during Life, and no more: But on the contrary, if it be given to him and his Assigns, then he hath a Fee-Simple.

If it so happen that any Party wills me Fifty Pounds, when I shall be at the Age of Twenty one Years, and if it happen that I die before those Years are accomplish'd, yet it is held, That my Executors may recover the said Monies at the Time it should have become due to me. But if a Man gives his Land and Tenements to me and my Heirs, and it so falls out that I die before the Testator, then the Demise is held to be merely void, and the Heirs cannot, by virtue of that Will, recover the Land: Nor is there wanting that makes for the Truth of these in *Swinborn*, Part VII. fol. 228. *Plowd.* fol. 250, as in the Case of *Brent* and *Rigden Dyer*, fol. 59. *Placit.* 15. *Swinborn*, Part V. fol. 313. *Godolphin*, Part III. fol. 34.

If it happen that one possessed of a Copy-hold, makes a Surrender of his Land to the Use of his last Will, and then dies, the said Land cannot pass by his Will, but may by the Surrender, and the Will serves only as the Director.

In.

In case a Man has a Term of Years in Land or Tenements, and the Right thereof be in his Disposal, and he during the said Term, grants it to a Stranger, and dies, it is held, That the Wife can make no Recovery of the remaining Term of Years. *Perkins's Tit. Devises, Fol. 107.*

More might be mentioned of this kind, but intending Brevity. this at present may suffice to give an Insight into further Matters ; from which I proceed to other Things of Use, profitable and advantageous to the Reader.

*The Form of a Deed of Gift.*

**T**O all Christian People to whom these Presents shall come, I *George Wathingdon* send Greeting in our Lord God Everlasting. Know ye, That I *George Wathingdon*, for and in Consideration of the Love, Good-will and Affection which I have and do bear towards my loving Friend *Thomas Winterton*, of *London*, Merchant-Taylor, have given and granted, and by these Presents do freely, clearly and absolutely give and grant to the said *Thomas Winterton*, his Heirs, Executors, &c. all and singular my Goods, Wares, Plate, Jewels, ready Money, Household-stuff, Implements, Chattels, Leases, and all other Things to me belonging, and which I may justly claim as in Right my own, whether alive or dead, as well Moveables, as Things immoveable, both real and personal, in whose Hands, Custody or Possession soever they be, or wheresoever the same or any of them, or any part of them can or may now or hereafter be found remaining or being, as well in the Messuage, or Tenement, with the Appurtenances wherein I now dwell, as in any Place or Messuage whatsoever, &c. To have and to hold all the said Goods, Wares, Plate, Jewels, ready Money, Household-stuff, Implements, and all other the Premises, unto the said *Thomas Winterton*, his Heirs, Executors, &c. from hence.

122 *Usual Forms of Bills, Bonds, &c.*

henceforth as his and their proper Goods for ever, absolutely without any manner of Condition, as I the said *George Washington* have absolutely, and of my own accord, set and put in further Testimony. In witness whereof. I have hereunto set my Hand and Seal the Eighth Day of *May*, in the Fourth Year of the Reign of our Sovereign Lord King *GEORGE*, by the Grace of God of *Great-Britain*, &c. and in the Year of our Lord God, 1718.

*Signed, Sealed and Delivered  
in the Presence of*

*James Dowel.*

*George Washington.* ●

*Charles Duman.*

*Leonard Trusty.*

*Things to be considered.*

➡ *Note*, That if it so happen that a *Deed of Gift* be made for any particular Thing or Parcel, that only must be mention'd : And if for Money in the Hands of a second Party, then it will be requisite to have a Letter of Attorney annexed to the Deed of Gift, empowering him to whom it is given, to receive it, as having the full Authority of the Donor so to do.

If the Deed specify and be made for Goods and Chattels in Consideration of a Debt, then the surest way is to have a Covenant in the same Deed, that the Donor shall permit the Donee peaceably and quietly to enter his House, or enter upon any other Place or Places, where any such Goods shall be ; and from thence, without any Let or Hindrance, to convey them away in order to convert them to his own Use.

If so it happen, that there is an Inventory of Parcels annexed to the Deed, then in the Deed ought to be a Covenant, binding the Donor not to waste, impair or imbezzel the said Goods, with Acknowledgment, that they are free from all former Gifts,  
or



or other Incumbrances at the Time of the Signing and Sealing, fixing as a part of the Goods, a Three-Pence, or any other convenient piece of Money in the Seal. But in Case of Assurance for Debt of Goods and Chattels, the best way is held to be done by Bargain and Sale, indented with an Inventory of the respective Parcels annexed thereunto. And thus much for a *Deed of Gift*.

*A short English Bill for Money.*

**K** Now all Men by these Presents, That I *Jacob Cimbal*, of the Parish of *St. Margaret's* in *Westminster*, Gentleman, do own and acknowledge my self justly to stand indebted to *Robert Calling*, of the Parish of *St. Leonard Foster-Lane*, in *London*, Haberdasher, the just Sum of Ten Pounds of good and lawful Money of *Great-Britain*, and which I do hereby promise to pay unto him the said *Robert Calling*, on the Twentieth Day of *July*, next ensuing the Date hereof. Witness my Hand, the Twelfth Day of *June*, Anno Dom. 1719.

*Jacob Cimbal.*

*A short English Bill with a Penalty, &c.*

**K** Now all Men by these Presents, That I *Ralph Shaw*, of the City of *York*, Clothier, do owe and stand indebted unto *Thomas Widdinrow*, of the said City, Carpenter, the Summ of Fifty Pounds, of good and lawful Money of *Great Britain* to be paid unto the said *Thomas Widdinrow*, his Heirs, Executors, Administrators, or Assigns, in, and upon the First Day of *August* next ensuing the Date hereof, without Fraud or further Delay. For, and in Consideration of which Payment, well and truly to be made, I bind me, my Heirs, Executors and Administrators in the penal Summ of One Hundred Pounds, of the like lawful Money, firmly by these Presents. In Witness whereof, I have hereunto set my Hand and Seal

124 *Usual Forms of Bills, Bonds, &c.*

Seal the First Day of May, in the Year of our Lord God 1719

*Signed, Sealed and Delivered in the Presence of*

*Ralph Shaw.* ●

John Selim.  
Will. Bendon.

[\*.\*] *Note*, That the former of these Bills is not better than a Book-Debt, but the latter will in many Cases hold as firm as a Bond, &c. And now, for the better Ease of such as understand not the *Latin*, I shall set down the Form of a Bond, both Obligation and Condition in *English*, which is frequently used, especially in the Country, and will stand good in Law.

*The Obligation, &c.*

**K** Now all Men by these Presents, That I *James Rainsker*, of the Parish of *S. Giles's in the Fields*, in the County of *Middlesex*, Gentleman, am holden and firmly do stand bound unto *John Wattin*, of *S. Martin's in the Fields*, in the said County, Vintner, the Summ of One hundred Pounds of good and lawful Money of *England*, to be paid unto the said *John Wattin*, his certain Attorney, his Executors, Administrators or Assigns whatsoever. To the which Payment well and truly to be made, I do hereby bind my self, my Heirs, Executors and Administrators, firmly by these Presents, sealed with my Seal. Dated the Second of *March* in the First Year of the Reign of our Sovereign Lord King *George*, by the Grace of God of *Great-Britain*, &c. and in the Year of our Lord 1715.

*The Condition of the Obligation*

The Condition of this Obligation is such, That if the above-bounden, *James Rainsker*, his Heirs, Executors, Administrators or Assigns, shall well and truly pay, or cause to be paid to the above-named *John Wattin*, his Heirs, Executors, or Administrators, the full Summ

*Usual Forms of Bills, Bonds, &c.* 125

Summ of Fifty Pounds, of good and lawful Money of England, in and upon the First Day of September next ensuing the Date hereof, without Fraud, or further Delay, that then this present Obligation to be void and of none Effect, or else to remain in full Force and Virtue.

*Signed, Sealed, and Delivered in the Presence of*  
William Montal.  
Richard Demmit.

*James Rainsker.* ●

☞ *Note*, If you design any Place of certain Payment you ought to mention it in the Condition; viz at, or in the Dwelling-House of the said J. J. &c. as also you may specifie after the Sum of Money mentioned, these Words, viz. (*with lawful Interest*) if it be your Bargain to have Interest from the Time the Money is lent; tho' Bonds in many Cases pay no Interest, but from the Time they become due, and especially if the Bond be given for Goods or Wares.

*Another short Note, acknowledging Money due for Goods Received.*

**M**AY the Twenty first Day, Anno Dom. 1719.  
*Memorandum*, That I James Wallis, of the Parish of Stepney, in the County of Middlesex, Grocer, having received of William Copping, of the same Parish and County, Mariner, divers Goods and Wares, computed and agreed on between us to be of the Value of Twenty Two Pounds of lawful English Money, which Sum of Twenty Two Pounds, for and in Consideration of the said Goods to me delivered, I promise to pay unto the said William Copping, on the Twenty second of October, ensuing the Date above-mention'd. In witness whereof, I have hereunto set my Hand.

*James Wallis.*  
*A single*

126 *Usual Forms of Bills, Bonds, &c.*

*A single Bill for Money without Penalty.*

**B**E it known unto all Men by these Presents, That I *Abel Drudger*, of *St. Albans*, in the County of *Hertsford*, Yeoman, do owe and am indebted unto *Kaliban Hardy*, of *St. Albans*, in the said County, Husbandman, the Summ of Forty Five Pounds Ten Shillings and Six Pence, of good and lawful Money of *England*, to be paid unto him the said *Kaliban Hardy*, his Executors, Administrators, or Assigns, at or upon the First of *August*, next ensuing the Date hereof. In witness whereof, I have hereunto set my Hand, the Twentieth Day of *May*, Anno Dom. 1719.

Witness,

*Abel Drudger*

*William Trusty.*

Note, That Bills with Penalties are rarely Sealed.

*The Form of a Penal Bill single.*

**B**E it known unto all Men by these Presents, That I *Zachariah Donnel*, of *Derby*, in the County of *Derby*, Gentleman, do owe and stand indebted unto *Waradine Westrum*, of *Chester*, in the County Palatine of *Chester*, the Summ of Twenty Pounds of lawful Money of *England*, to be paid to the said *Waradine Westrum*, his Heirs, Executors, Administrators, or Assigns, at or upon the Twenty second Day of *September*, next ensuing the Date hereof; which Payment well and truly to be made, I bind my self, my Heirs, Executors, and Administrators, to the said *Waradine Westrum*, his Heirs, Executors, Administrators, or Assigns, in the Penal Summ of Forty Pounds of the like Money firmly by these Presents. In Witness whereof, I set my Hand and Seal, the Third Day of *June*, in the Fourth Year of the Reign of our Sovereign Lord, *GEORGE*, King of Great Britain, &c. Anno Dom. 1718.

*Signed, Sealed, and Delivered, &c.*

*Joshua Berrim, &c.*

*Zach. Donnel.*

And

And after this manner may you make any English Bill or Bond, including one, two or more Parties, by inserting their Names, the Places where they live and the Stile of their writing themselves; as also changing *I* into *we*, and *my* into *our*, &c. naming likewise the Sum of Money. And if the Obligation be made to more than one, then *his* must be changed into *their*; all which may, without much Difficulty, be observed by an indifferent Scholar, by his considering what refers to the *Singular* and what to the *Plural Number*; but before I proceed to give you the Form of Obligations of greater Moment, and such as are more in use, with their Differences and Distinctions, I think it not amiss, for the better Understanding of such as are not very conversant therewith, to give an Insight into the true Meaning and Intent of such Obligations.

*The Nature and true Meaning of Bills, Bonds, &c.*

A Bill, Bond or Obligation, is that whereby one Party is bound to another by a Deed, Act and Obligation, in Writing, for a Sum of Money, or upon other Accounts or Occasions; as the Case requires, and ought to be done voluntarily, and without Compulsion, Force or Violence, whereupon it is taken and accounted to be the Right of the Person who hath another Person bound to him to pay him that which he oweth him; and therefore Right is not only held to be the Cause of an Obligation, but the very Life and Support of it; and the Difference between an Obligation in *English*, and an Obligation in *Latin*, is defined by the Appellation of Bill and Bond, and the Word takes its Being, or is derived from the *Latin* Word *Obligatio*, which again is a Word proceeding from *Obligo*, to bind, and may be made with or without a Penalty, but must not enjoin the Party obliged any thing unlawful or impossible; for if so, the Obligation of it self is void and of none Effect: Nor are



128 *Usual Forms of Bills, Bonds, &c.*

are Infants, or others under Age, and such as are distracted, or out of their right Senses, bound to perform any Covenants in this kind, except the former may do it in case of necessary Food, Schooling, Apparel, or the like; as also in Marriage, and becoming Executors to another, and then too the Males must be of the Age of Fourteen Years, and the Female of the Age of Twelve, and then they are obliged to perform and fulfill such Covenant or Obligation, and may be legally sued upon Refusal, when at Age. And thus much for Instructions: From whence I proceed to the Forms of Bonds in Latin, &c.

*The Form of a Bond from one Party to another.*

*The Obligation.*

**N**Overint Universi per Præsentes me Willielmum Doron, de Parochia Sancti Ægidii in Comitatu Middlesexia, Generosum, teneri & firmiter Obligari Francisco Melmo, de Londino, Anglinigero, in Centum Libris bonæ & legalis Monetae Angliæ solvend' eidem Francisco Melmo, aut suo certo Attornato, Executoribus, Administratoribus vel Assignatis suis; ad quam quidem solutionem bene & fideliter faciendam obligo Me, Hæredes, Executors, Administratores meos, firmiter per Præsentes; sigillo meo Sigillat'. Dat' primo die Maii, Anno Regni Domini nostri GEORGII, De Gratiâ, Magnæ Britannia, Franciæ, & Hiberniæ Regis, Fidei Defensoris, &c. Quarto; Annoque Domini, 1718.

*The Condition.*

**T**HE Condition of this Obligation is such, That the above-bounden William Doron, his Heirs, Executors, Administrators, or Assigns, shall well and truly pay or cause to be paid to the above-named Francis Melmo, his Heirs, Executors, or Administrators

*The Summ of Fifty Pounds of good and lawful Money of England, in or upon the Twenty ninth Day of December next ensuing the Date hereof, without Fraud or further Delay; then this Obligation to be void and of none Effect, or else to remain in full Force and Virgue.*

Sigillat' & Deliberat'

in Præsentia

William Doron. ●

John Tilles, and

Ralph Sweeting.

*An Obligation from Two to One, or a Double Bond.*

**N**Overint Universi per Præsentes nos Johannem Bardwell, de Stamford, in Comitatu Lincolnia; Aurifabrum, & Thomam Napperin, de Lincolnia, Aromaticum, teneri & firmiter obligari, Thomæ Barnwell, de Parochia Sancti Martini in Campis, in Comitatu Middlesexia, in Viginti Libris bonæ & legalis Monetæ Angliæ solvend' eidem Thomæ Barnwell, aut suo certo Attornato, Executoribus, Administratoribus, vel Assignatis suis: ad quam quidem solutionem bene & fideliter faciendam obligamus nos & utrumque nostrum per so pro toto & in solido, Hæredes, Executores, Administratores nostros, & utriusque nostrum firmiter per Præsentes; sigillis nostris sigillat' Dat' primo die Aprilis, Anno Regni Domini nostri GEORGII, Dei Gratia, Magnæ Britannia, Franciæ, & Hiberniæ, Regis, Fidei Defensoris, &c. Quarto; Annoq; Dom. 1718

The Condition.

**T**HE Condition of this Obligation is such, That if the above-bound John Barnwell and Thomas Napperin, or either of them, their, or either of their Heirs, Executors, or Administrators, do well and truly pay or cause to be paid to Thomas Barnwell, his Heirs, Executors, Administrators, or Assigns, the full Summ

130 *Usual Forms of Bills, Bonds, &c.*

of Ten Pounds of good and lawful Money of England, on the Four and twentieth Day of August next ensuing the Date hereof, without Fraud or further Delay: Then the Obligation to be void, and of none Effect, or else to stand in full Force and Virtue.

Sigillat' & Deliberat'

in Præsentia

James Knowit.

Will. Witnefs.

John Bradwell.

Tho. Napperin.

*An Obligation from Three to One.*

**N**Overint Universi per Præsentes nos, Adamum Worflow, de Parochia Camberwelliæ, in Comitatu Surriæ, Generosum, & Richardum Wilwell de Parochia Deptford, in Comitatu Cantii, Nauticum; & Franciscum Dealwell, de eisdem Parochia & Comitatu, Sartorem; teneri & firmiter obligari Edvardo Lendum, de Londino, Armigero, in Certum Libris bonæ & legalis Monetæ Angliæ, solvendi eidem Edvardo Lendum, aut suo certo Aitornato Executoribus, Administratoribus suis; ad quam quidem solutionem bene & fideliter faciendam obligamus nos, & quemlibet nostrum, per se, pro toto, & in solido, Hæredes, Executores, & Administratores nostros, & cujuslibet nostrum, firmiter per Præsentes. Sigillis nostris sigillat' Dat' decimo die Julii, Anno Regni Domini nostri GEORGII, Dei Gratia, Magnæ Britanniæ, Franciæ & Hiberniæ, Regis, Fidei Defensoris, &c. Quarto, Annoque Domini 1719.

*The Condition.*

**T**HE Condition of this Obligation is such, That if the above-bouden Adam Worflow, Richard Wilwell and Francis Dealwell, or any of them, their or any of their Heirs, Executores or Administratores do well and truly pay, or cause to be paid to Edward Lendum

Lendum, his Heirs, Executors Administrators, or Assigns, the full Sum of Fifty Pounds, of good and lawful Money of England, on the First Day of September next ensuing the Date hereof without Fraud or further Delay; then this Obligation to be void, and of none Effect, or else to stand in full Force and Virtue.

Sigillat' & Deliberat'  
in Præsentia  
Thomas Denello.  
Timothy Welphm.

Adam Worflow. ●  
Richard Wilwell. ●  
Francis Dealwell. ●

Note, That according to the latter Form, a greater Number may be included; their Names, the Parish, County and the Stile whereby they usually stile themselves being inserted.

*An Obligation from One Person to Two.*

**N**Overint Universi per Præsentes me, Gulielmum Woodhave, de Parochia Sancti Clementis Danor', in Comitatu Middlesexia, Generosum; teneri & firmiter obligari Roberto Givingman, de Sanctæ Margaretæ de Westmonasterio, in Comitatu prædicto, & Georgio Mandolin, de eisdem Parochia & Comitatu, Pistori, in Centum Libris, bonæ & legalis Monetæ Angliæ solvend' eisdem Roberto Givingman, and Georgio Mandolin seu eorum alteri, vel eorum certo Attornato Executoribus, Administratoribus, vel Assignatis eorum; ad quam quidem solutionem bene & fideliter faciendam obligo me, Hæredes, Executores, Administratores meos, firmiter per Præsentes. Sigillo meo Sigillat' Dat' Nono die Julii, Anno Regni Domini nostri GEORGII, Dei Gratia, Magnæ Britannia, Franciæ & Hiberniæ, Regis, Fidei Defensoris, &c. Quarto, Annoque Domini 1718.

## The Condition.

**T**HE Condition of this Obligation is such, That if the above-bound William Woodhave, do well and truly pay or cause to be paid to the above-named Robert Givingman and George Wandolin, to them or either of them, their Heirs, Executors, Administrators or Assigns, the full Sum of Fifty Pounds of good and lawful Money of England, at or upon the Fourth Day of September next ensuing the Date hereof, without Fraud or further Delay; then this Obligation to be void and of none Effect, or else to stand in full Force and Virtue.

Sigillat' & Deliberat'  
in Præsentia

Walter Lighton.

Roger Whimpline.

William Woodhave. ●

*An Obligation from Two Persons to Two.*

**N**Overint Universi per Præsentes nos Abrahamum Dandilon, de Parochia Sancti Ægidii in Campis, in Comitatu Middlesexie, Generosum, & Petrum Jolycon, de eisdem Parochia & Comitatu, Ephippiarium, teneri & firmiter obligari Richardo Mateland de Londino, Armigero, & Samueli Waltison de Sancti Georgii de Southwark, in Comitatu Surrie, Pictori, in Centum Libris bonæ & legalis Monetæ Angliæ solvend' eisdem R ——— M ———, & S ——— W ——— seu eorum alteri, vel eorum certo Attornato, Executoribus, Administratoribus vel Assignatis suis, ad quam quidem solutionem bene & fideliter faciendam, obligamus nos & utrumque nostrum per se, pro toto & in solido, Hæredes, Executors, Administratores nostros & utriusque nostrum firmiter per Præsentes; Sigillis nostris Sigillat' Dat' Primo die Novembris, Anno Regni Domini nostri GEORGII, Dei Gratia,



Gratia, Magnæ Britanniae, Franciæ, & Hiberniæ,  
Regis, Fidei Defensoris, &c. Quarto, Annoq;  
Domini, 1718.

The Condition.

**T**HE Condition of this Obligation is such, That if  
the above-bound Abraham Dandilon, and Peter  
Jolycon, do well and truly pay, or cause to be paid unto  
the above-named Richard Mateland and Samuel Wal-  
tison, to them or either of them, their Heirs, Executors,  
Administrators or Assigns, the full Summ of Fifty Pounds,  
at or upon the Tenth of December next ensuing the  
Date hereof without Fraud or further Delay; then this  
Obligation to be void and of none Effect, or else so stand  
in full Force and Virtue.

Sigillat' & Deliberat'

in præsentia

William Dowel.

Abra. Dandilon. ●

Peter Jolycon. ●

An Obligation from Two to Three.

**N**Overint Universi per præsentēs nos Arthūrum  
Wingole, de Parochia Stepney, in Comitatu  
Middlesex, Architectum, & Willielmum Bradley,  
de Parochia Sanctiæ Katharinæ, in Comitatu præ-  
dict' Lychnopolam, teneri & firmiter obligari  
Mauritio Bancroft de Eboraco in Comitatu Ebor-  
raci, Generoso, Matthæo Wilmore de Hull, in  
Comitatu prædicto, Stannario; & Marveno Dallilo  
de Parochia Leeds, Comitatu eodem, Scribæ, in  
Viginti Libris bonæ & legalis Monetæ Angliæ  
solvend' eisdem Mauritio Bancroft, Matthæo  
Willmore, Marveno Dallilo, vel alicui eorum,  
aut eorum certo Attornato, Executoribus, Admi-  
nistratoribus vel Assignatis suis ad quam qui-  
dem solationem bene & fideliter faciendam  
Obligamus nos & utrumque nostrum per se,  
pro toto & in solido, Hæredes, Executors &

124 *Usual Forms of Bills, Bonds, &c.*

& Administratores nostros, & utriusque nostrum, firmiter per præsentēs. Sigillis nostris sigillat' Dat' Nono Die Julii, Anno Regni Domini nostri GEORGII, Dei Gratia, Magnæ Britannia, Franciæ & Hiberniæ, Regis, Fidei Defensoris, &c. Quarto, Annoq; Dom. 1718.

**T**HE Condition of this Obligation is such, That if the above-bownden Arthur Wingole and William Bradby, do well and truly pay or cause to be paid to Maurice Bancroft, Matthew Willmore, and Marvin Dallilo, to them or either of them, their Heirs, Executors, Administrators or Assigns, the full Sum of Ten Pounds of lawful Money of England, at or upon the Twentieth Day of December next ensuing the Date hereof, without Fraud or further Delay; then this Obligation to be void and of none Effect, or else to remain in full Force and Virtue.

Sigillat' & Deliberat'

in præsentia  
Thomas Knowell.  
Winter Walrow.

Arthur Wingole. ●  
William Bradby. ●

*An Obligation from Three to Three.*

**N**Overint Universi per præsentēs nos, Willielmum Borrower de Parochia Sancti Martini le Grand, Londini, intra mœnia, Chirurgum, Adrianum Welworth, de Parochia Sanctæ Mariæ Islingtoniæ, in Comitatu Middlesexiæ, Laterarium & Mosem Boner de Sancti Ægidii in Campis, in Comitatu Middlesexiæ, Sculptorem; teneri & firmiter obligari, Richardo Woodwin, de Highgate, in Comitatu Middlesexiæ, Yeoman, Edvardo Balmer, de Hempsted, in Comitatu prædicto Armigero, & Willielmo Waldo, de Fulham, in Comitatu Middlesexiæ, Generoso, in Centum Libris, bonæ & legalis

legalis Monetæ Angliæ, solvend' eisdem Richardo Woodwin, Edvardo Balmer, & Wihielmo Waldo, vel alicui eorum, vel eorum certo Atternato; Executoribus, Administratoribus, vel Assignatis suis: ad quam quidem solutionem bene & fideliter faciendam obligamus nos & quemlibet nostrum, per se pro toto, & in solido, Hæredes, Executores & Administratores nostros, & cujlibet nostrum, firmiter per præsentēs, Sigillis nostris sigillat' Dat' Primo Die Maii, Anno Regni Domini nostri G E O R G I I, Dei Gratia, Magnæ Britanniæ, Franciæ & Hiberniæ, Regis, Fidei Defensoris, &c. Quarto, Annoq; Dom. 1718.

**The Condition.**

**T**HE Condition of this Obligation is such, That if the above-bound William Borrower, Adrian Wallworth and Moses Bonet, do well and truly pay, or cause to be paid to Richard Woodwin, Edward Balmer, and William Waldo, to them or either of them, their Heirs, Executors, Administrators or Assigns, the full Summ of Fifty Pounds of lawful Money of England, at or upon the Twentieth Day of December next ensuing the Date hereof, without Fraud or further Delay; then this Obligation to be void and of none effect, or else to stand in full Force and Virtue.

Sigillat' & Deliberat'  
in præsentia  
Dionysius Rigden.

Will Borrower.  
A. Wallworth.  
Moses Bonet.

And after this manner any Bonds or Obligations of this kind may be made, together with their Conditions, not only from Three to Three, but from Ten to Ten, or more if Occasion require it, by inserting their Names, the Parishes, County, Stiles, and the Summ, or Summs of Money, in the *Latitu*

136 *Usual Forms of Bills, Bonds, &c.*

Obligation, and consequently as much as is needful in the English Condition. But various Business requiring various Forms, or at least some Alterations, I shall proceed, for the better Understanding of the young Practitioner, to set down such other Forms, as I apprehend any ways useful or convenient.

*A Bond for the Payment of a Summ of Money at sundry Times, in Default of any of which Payments, the Penalty to be forfeited.*

**N**Overint Universi per Præsentes, me Danielem Paywell de Oxonia, in Comitatu ejusdem, Clericum, teneri & firmiter obligari Sampsoni Wilton, de Londino, Generoso, in Centum Libris bonæ & legalis Monetæ Angliæ solvend' eidem Sampsoni Wilton, aut suo certo Attornato, Executoribus, Administratoribus vel Assignaris suis; ad quam quidem solutionem bene & fideliter faciendam obligo me, Hæredes, Executores & Administratores meos firmiter per Præsentes: Sigillo meo Sigillat' Dat' Decimo Die Aprilis, Anno Regni Domini nostri GEOR GII, Dei Gratia, Magnæ Britannæ, Franciæ & Hiberniæ, Regis, Fidei Defensoris, &c. Quarto, Annoq; Dom. 1718.

*The Condition.*

**T**HE Condition of this Obligation is such, That if the above-bouden Daniel Paywell, his Heirs, Executors, Administrators or Assigns; shall well and truly pay, or cause to be paid unto the above-named Sampson Wilton, his Heirs, Executors, Administrators or Assigns, the full Summ of Fifty Pounds of good and lawful Money of England, in Manner and Form following, that is to say the Summ of Twelve Pounds Ten Shillings, part thereof on the 10th Day of June next ensuing the Date above-named: Twelve Pounds and Ten Shillings more of the like lawful Money, on the

Tenth

Tenth Day of July next ensuing, part of the said Fifty Pounds; and Twelve Pounds Ten Shillings on the Tenth Day of August next ensuing; and Twelve Pounds and Ten Shillings, the Residue thereof on the Third Day of October next ensuing; then this Obligation to be void, and of none Effect. But if in any of the forementioned Payments defaults be made of any of the said several and respective Sums, or any part of any of them on any of the said several and respective Days or Times of Payments above-mention'd and limited, contrary to the true Intent and Meaning of these Presents, then to be and remain in full Force and Virtue.

Sigillat' & Deliberat' in

præsentia nostrum

Daniel Paywel. ●

Wingate Lewis,

Abdelon Salmon.

Note, That in like manner the Obligation and Condition may be made to or from Two, Three, or more Persons, according to the foregoing Forms, &c. by observing therein to change the Singular into the Plural Number; as *We* for *Me*, *Our* for *My*, &c. as you may find by plain Demonstration.

*The Form of a Bill of Sale.*

**K** Now all Men by these Presents, That I *William Craftmore* of *St. Albans*, in the County of *Hertford*, Weaver, for and in Consideration of the Sum of Forty Pounds, of lawful Money of *England*, to me in hand paid by *James Morewit*, of *Reading*, in the County of *Berks*, Yeoman, whereof I do hereby acknowledge the Receipt, and my self therewith fully and entirely satisfied, have bargain'd sold, set over and delivered, and by these Presents, in plain and open Market, according to the just and due Form of Law, in that Case made and provided, do bargain, set over, and deliver unto the said *James Morewit*, one Silver Tankard, weighing

G 5

sixteen



138 *Usual Forms of Bills, Bonds, &c.*

Sixteen Ounces ; one Silver Beaker, weighing Ten Ounces ; one Chest of Damask and Diaper Linen, valued at Five Pounds ; a Feather-bed, with proportional Furniture, value Five Pounds, with other Goods and Chattels, &c. to have and to hold the said bargain'd Premises, unto the said *James Morewit*, his Executors, Administrators and Assigns, to the only proper Use and Behoof of him the said *James Morewit*, his Executors, Administrators and Assigns for ever : And I the said *William Craftmore*, for my self, my Executors and Administrators, the said bargain'd Premises, unto the said *James Morewit*, his Executors, Administrators and Assigns, against all and all manner of Persons shall and will warrant, and for ever defend by these Presents. In Witness whereof, together with the Delivery of the bargain'd Premises, I have hereunto set my Hand and Seal the Tenth day of *April*, in the Fourth Year of the Reign of our Sovereign Lord *GEORGE*, by the Grace of God, King of *Great-Britain*, &c. and of our Lord God, 1718.

*Signed, Sealed, and Delivered in the Presence of*

*William Craftmore.* ●

*George Trueman,  
William Templer.*

Note, That a part of the Goods mention'd in the Bill must be delivered with it in the Name of the rest. If it so happen that you make over any Goods by Bill of Sale for Money, with an Intent to redeem them, then must the Bill be made in the manner and form following.

**K** NOW all Men by these Presents, That I *Timothy Nelwin*, of *Maidstone*, in the County of *Kent*, Yeoman, for and in Consideration of the Sum of Forty Pounds, of good and lawful Money of *England*, to me in Hand paid by *Joshua Givemoney*, of *Malden*, in the County of *Essex*, Gentleman, whereof

I do

I do acknowledge the Receipt, and my self therewith fully satisfied, have bargain'd, sold, set over and deliver'd, and by these Presents, in plain and open Market, according to due Form of Law, do bargain, sell and deliver unto the said *Joshua Givemoney*, One bay Gelding fourteen Hands high, value ten Pounds; one dun Mare and Colt, value eight Pounds; four brown Cows, and Forty Sheep, value thirty Pounds; with other Goods and Chattels, &c. to have and to hold the said bargain'd Premises unto the said *Joshua Givemoney*, his Executors, Administrators and Assigns, to the only proper Use and Behoof of the said *Joshua Givemoney*, his Heirs, Executors, Administrators and Assigns for ever; and I the said *Timothy Nelvin*, for my self, my Executors and Administrators, the said bargain'd Premises unto the said *Joshua Givemoney*, his Executors, Administrators and Assigns, against all and all manner of Persons, shall and will warrant and for ever defend by these Presents. Provided nevertheless, That if I the said *Timothy Nelvin*, my Executors, Administrators or Assigns, one or any of us, do or shall well and truly pay or cause to be paid unto the said *Joshua Givemoney*, his Executors, Administrators or Assigns, the Summ of Forty two Pounds and Eight Shillings, on the Tenth Day of *May*, which shall be in the Year of our Lord, 1719. for the Redemption of the said bargain'd Premises; then this present Writing or Bill of Sale to be void, or else to stand in full Force and Virtue. In Witness whereof, I have hereunto set my Hand and Seal, the Tenth Day of *April*, in the Fifth Year of the Reign of our Sovereign Lord *GEORGE*, King of *Great-Britain*, &c. and in the Year of our Lord God, 1719.

*Signed, Sealed, and Delivered  
in the Presence of*

*Timothy Nelvin.* ●

*Jacob Townley.  
Barth. Rowlon.*

*A shors*

*A short Release from one Party to another, in general.*

**K** NOW all Men by these Presents, that I *Richard Richards*, of *Malmisbury*, in the County of *Wilts*, Cheese-monger, have remised, released, and for ever quitted Claim, and by these Presents do for me, my Heirs, Executors and Administrators, remise, release, and for ever quit Claim unto *John Love*, of *Marlborough*, in the said County, Gentleman, his Heirs, Executors and Administrators, all and all manner of Actions, Cause and Causes of Actions, Suits, Bills, Bonds, Writings, Obligations, Debts, Accompts, Summ and Summs of Money, Judgments, Executions, Extents, Quarrels, Controversies, Trespases, Damages and Demands whatsoever, both in Law and Equity, against the said *John Love* I ever had, now have, or which I, my Heirs, Executors, or Administrators, shall, or may have, claim, challenge or demand, for or by Reason, Colour of Means of any Matter, Cause or Thing, from the Beginning of the World, to the Day of the Date of these Presents. In witness whereof, I have hereunto set my Hand and Seal, the Twentieth Day of *June*, in the Fourth Year of the Reign of our Sovereign Lord *GEORGE* King of *Great-Britain*, &c. and in the Year of our Lord God, 1718.

*Signed, Seal'd and Deliver'd  
in the Presence of*

*Rich. Richards.* ●

*Thomas Windsor.*

*Will. Oakhampton.*

*A Letter of Attorney, commonly given to take Seisin  
of Land, or Possession by Proxy.*

**T**O all Christian People to whom this present Writing shall come, we *George Rowe*, and *Thomas York*, send Greeting in our Lord God Everlasting:

ing: Know ye, That we the said *George Rowe*, and *Thomas York*, have made, ordained, constituted, and in our steads, on our behalfs, and in our places put and deputed, and by these Presents do make, ordain, constitute, and in our steads, on our behalfs, and in our places put and depute *James Smeeton*, of *Rippon* in the County of *York*, our true and lawful Attorney, for us, and in our Name, to take full and peaceable Possession and Seisin of all and every part of the Messuage or Tenement, with the Land thereunto belonging, and other Appurtenances, which by Indenture bearing Date the Twelfth Day of *August*, in the Year 1689, was granted, bargained, sold, alienated, enfeoffed, or confirmed, or mentioned to be granted, enfeoffed, or confirmed unto us the said *George Rowe*, and *Thomas York*, and our Heirs and Assigns, to the Use of us and our Heirs by *William Farestock* of *Teuxbury*, in the County of *Gloucester*, to take and receive to and for our own Use and Behoof of the said *William Farestock*, or his certain Attorney in his behalf, ratifying and confirming all and every Matter and Thing whatsoever our Attorney shall lawfully do, or cause to be done in our Names, and on our behalf concerning the Premises. In witness whereof, we have hereunto set our Hands and Seals the Twenty eighth Day of *June*, in the Fourth Year of the Reign of our Sovereign Lord *GEORGE*, King of *Great-Britain*, &c. and in the Year of our Lord God, 1718.

*Signed, Sealed and Delivered  
in the Presence of*

*John Barefoot.  
Ezekiel Grady.*

*George Rowe. ●  
Thomas York. ●*

*A Discharge*

*A Discharge proper to be given upon the Receipt  
of a Legacy.*

**R** Eceived the Twenty first Day of  
May, 1719 by me *William Lamb-*  
*well*, of *St. Saviour in Southwark*, in the  
County of *Surrey*, of *David Yates* and  
*Morgan Shaw*, of the said Parish and  
County, Executors of *Caleb Welling* of  
the Parish of *St. Olave in Southwark*, in  
the County aforesaid, late deceased, the  
Summ of Twenty two Pounds, Five  
Shillings and Six Pence, of lawful Mo-  
ney of *England*, being a Legacy given  
unto me the said *William Lambwell*  
by the said *Caleb Welling*, in and by his  
last Will and Testament; of which said  
Summ of Twenty two Pounds, Five  
Shillings and Six Pence, and all other  
Debts, Duties, Summ and Summs of  
Money and Demands whatsoever, I the  
said *William Lambwell* do acquit and  
fully discharge the said *David Yates* and  
*Morgan Shaw*, their Heirs, Executors,  
Administrators and every of them for  
ever by these Presents. In witness  
whereof, I have hereunto set my Hand  
and Seal the Tenth Day of *May*, Anno  
Domini 1719.

l. s. d.  
22 c6 c6

*Signed, Sealed and Delivered  
in the Presence of*

*Will. Lambwell.*

*Jacob Drevit, and  
William Sureman*

*A Release*



*A Release to be given by a Ward to his Guardian when he comes at Age, if he has truly discharged his Trust, and render'd a faithful Accompt.*

**T**O all Christian People to whom these Presents shall come, I *George Yearly*, of the Parish of *Saltash*, in the County of *Cornwall*, send Greeting in our Lord everlasting: Know ye, That I the said *George Yearly*, for sundry good Causes and Considerations me thereunto moving, having remised, released, and for ever quitted Claim unto *Timothy Featherstone* of *London*, Gentleman, his Heirs, Executors, and Administrators, all and all manner of Action or Actions, Suits, Debts, Duties. Reckonings, Accompts and Demands whatsoever, which I the said *George Yearly* had, have, or at any Time hereafter may or shall have against the said *Timothy Featherstone*, his Heirs, Executors, or Administrators, for and in, touching and concerning any the Rents received, Profit or Profits of any of the Manors, Lands, Tenements, Hereditaments, or any Thing or Things appertaining, or by right belonging to me the said *George Yearly*, whether it be touching or concerning Topping, Lopping, or Wood-sales, upon or out of the said Manors and Premisses, or any of them; or for any other Matter, Cause, or Thing whatsoever, made, committed or done, or for any Receipts or Payments, of or touching the said Manors, Premisses, Debt or Debts due to me by Bond, Bill, or otherwise, and for any Thing or Things whatsoever done or committed on my Behalf, or tending to any Matter or Thing wherein I the said *George Yearly*, was, am, or may be concerned, during the Minority of me the said *George Yearly*, or at any time since until the Day of the Date of these Presents. In witness whereof, I have hereunto set my Hand and Seal, the Twentieth Day of *May*, in the Fourth Year

144 *Usual Forms of Bills, Bonds, &c.*

Year of the Reign of our Sovereign Lord, GEORGE, King of Great-Britain, &c. and in the Year of our Lord God, 1718.

*Sign'd, Sealed, and Delivered in the Presence of*

*George Yearly.* ●

Abner Dofon.  
Charles Conde.

*A Release in general for Personal Actions, &c.*

**K** Now all Men by these Presents, That I *William Peaceable*, of the Parish of Hornsey, in the County of *Middlesex*. Yeoman, have Remised, Released, and quitted Claim, and by these Presents do Remise, Release, and quit Claim for me, my Heirs, Executors, Administrators and Assigns, unto *Humphrey Quiet*, of the Parish of *Hendon*, in the County aforesaid. Victualler, his Heirs, Executors, and Administrators, and every of them, their, and every of their Lands, Tenements, Goods and Chattels, all and all manner of Personal Actions, Suits, Debts, Duties, Reckonings, Accounts, Sum and Sums of Money, and Personal Demands whatsoever, from the Beginning of the World, to the Day of the Date hereof. In Witness whereof, I have hereunto set my Hand and Seal, the Nineteenth Day of *June*, in the Fourth Year of the Reign of our Sovereign Lord GEORGE, King of Great-Britain, &c. and in the Year of our Lord, 1718.

*Signed, Sealed and Delivered*

*red in the Presence of,*

*Will. Peaceable.* ●

Jacob Trevit.  
William Sureman.

*A Letter of Attorney from a Husband to a Wife upon a Voyage, &c. very useful and necessary; as also in case of a long Journey, or going into the Wars.*

**K** Now all Men by these Presents, That I *James Topmast* of *Rotherhythe* in the County of *Surrey*, Mariner, do hereby assign, ordain, appoint, author-

author  
instru  
belov  
said,  
me, a  
and I  
recov  
Summ  
rearag  
Merc  
be du  
upon  
ever,  
or be  
from  
ever,  
for m  
Rents  
nemer  
Defau  
Rents  
other  
use all  
thereo  
Attack  
fully  
might  
and re  
defend  
and b  
Matte  
the C  
deal a  
and B  
me as  
and g  
Attorn  
Execut

authorize, constitute, and in my stead put, place, intrust, appoint and depute, *Mary Topmast*, my well-beloved Wife, of the Parish and County aforesaid, to be my true and lawful Attorney, for me, and in my Name, and to my own proper Use and Benefit, to ask, demand and require, sue for, recover, and receive all such Debrs, Dues, Duties, Summ and Summs of Money, Rent and Rents, Arrearages of Rent and Rents, Yearly Payments, Merchandizes, Legacies, and any Money due or to be due unto me upon Bond, Bill of Exchange, or upon any other Accompt or Accompts whatsoever, as now are, or hereafter shall become payable or belonging or to be delivered unto me by or from any Person or Persons whatsoever, wherefore, and to pay Money for me, and to contract for me, demise and let to Farm at the accustomed Rents or more, any of my Messuages, Lands, Tenements or Hereditaments whatsoever. And for Default of Payment or Delivery of any Rent or Rents, or other Summ or Summs of Money, or other Thing or Things to me due or belonging; to use all lawful Ways and Means for the Recovery thereof by Action, Suit, Arrest, Bill, Plaint Attachment, Distress, Re-entry, or otherwise, as fully and amply in every Respect, as I my self might or could do, if I were personally present, and to sue, implead, make answer, prosecute, and defend in any Court or Courts of Law and Equity, and before any Judges or Justices, in any Suit, Matter or Cause, with me, for me, against me, as the Cause in any of these Cases shall require, to deal and intermeddle in all Actions, Suits, Affairs, and Businesses, any ways touching and concerning me as my Agent or Factor, or otherwise: Giving and granting, by these Presents, unto my said Attorney, full, sole and lawful Authority in the Execution of all and singular the Premises, and to sub-

146 *Usual Forms of Bills, Bonds, &c.*

substitute and appoint one or more Attorney or Attorneys in any of the Premises, and the same again at her pleasure to revoke, and to make and give any Acquittance, Release or Discharge upon the Recovery or Receipt of any Debt, Debts, Sum or Sums of Money, Rent or Rents, or other Things or Things whatsoever, as the Matter or Cause shall require; and generally to say, do, execute, compound, conclude, agree, determine, and finish all and every other Act or Acts, Thing or Things whatsoever, which in or about the Premises shall be requisite or be needful to be had, made or done; and that in as large and ample manner, and as fully and effectually in and to all Intents and Purposes, as I my self might, ought or could do, if I were present in my own Person, ratifying, allowing and confirming for firm, effectual and irrevocable, all and singular and whatsoever my said Attorney shall do or cause to be done in and about the Premises by Virtue of these Presents. In witness whereof, I have hereunto set my Hand and Seal, the Tenth Day of May, in the Fourth Year of the Reign of our Sovereign Lord GEORGE, of Great Britain, &c. King, and in the Year of our Lord God, 1718.

*Signed, Sealed and Delivered*

*in the Presence of*

*James Topmast.*

Robert Saveall.

John Spendall.

*The Form of a Lease of Ejectment, to eject a Person out of Possession of Land House, &c.*

THIS Indenture made, &c. witnesseth, That the said Tolinson Charvil, for good Considerations him thereunto moving, hath Leased, set over unto, Farmed, Let, and by these Presents, doth Lease, Set-over, Farm, and Let unto the said Roger Weakland, all that Messuage, Tenement, &c. to have and to hold the said, &c. unto the said Roger Weakland.

Weakland  
from  
from  
and  
there  
Feast  
ded  
ators  
Time  
tende  
Admi  
Person  
of law  
void  
Time  
the L  
void;  
trary  
the tru  
ten an  
son Ch  
Day o  
Sovere  
and in  
Signe  
red  
Jacob  
Willia  
Leaf  
with  
knowl  
ing. i  
a War  
T  
Majest

*Weakland*, his Executors, Administrators and Assigns from the Feast of, &c. for and during the Term of, &c. from thence next ensuing, to be fully compleated and ended, yielding and paying in Consideration thereof Yearly, the Rent of one Barley-Corn, at the Feast of, &c. only, if the same be demanded: Provided always, That if the said *John Charvil*, his Executors, Administrators or Assigns, do or shall at any Time hereafter pay or tender, or cause to be paid or tender'd unto the said *Roger Weakland*, his Executors, Administrators or Assigns, or any other Person or Persons, to his or their use, the Sum of one Shilling of lawful Money of *England*, to the Intent to make void this present Indenture, That then, and at all Times from thenceforth, this present Indenture, and the Lease made hereby shall cease, determine, and be void; any thing herein before contained to the contrary notwithstanding In witness whereof, and for the true Performance of all Things and Matters written and contained in this Indenture, he the said *Tolin-son Charvil* hath set his Hand and Seal, the Tenth Day of *May*, in the Fourth Year of the Reign of our Sovereign Lord, *GEORGE*, of *Great-Britain*, &c. King, and in the Year of our Lord God, 1718.

*Signed, Sealed and Delivered*  
*in the Presence of*

*Tolinson Charvil.*

*Jacob Trevit.*

*William Sureman.*

*Note* The &c's are left for the Date of the Lease, the Name of the Land or House, together with the Situation thereof. Time of Paying, Acknowledgment, and the Time of the Term of holding, if not before revoked.

*A Warrant of Attorney, to confess Judgment in the Court of Common-Pleas or Common-Bench.*

**T**O *William Man, Thomas Dury, Peter Cox, and Adam Lane. Gentlemen, Attorneys of His Majesty's Court of Common-Bench at Westminster, or to any*



148 *Usual Forms of Bills, Bonds, &c.*

any one of them, or other Attorney of the said Court: These are to Require and Authorize you, or any of you, to appear for me *William Seemlow* of *Dover*, in the County of *Kent*, Mariner, in the said Court, at the Suit of *Robert Richmond*, of *London*, Merchant, in *Trinity-Term*, next ensuing, and confess Judgment against me to the said *Robert Richmond*, for the Summ of Fifty Pounds Debt, together with the Cost of Suit by *Nil dicit, non sum informatus*, or otherwise: And for you or any of your so doing, this shall be your sufficient Warrant. Witness my Hand and Seal this Twenty fourth Day of *June*, in the Fourth Year of the Reign of our Sovereign Lord *GEORGE*, by the Grace of God, &c. King, and of our Lord God, 1718.

*William Seemlow.*

This Form will serve likewise for the Court of *King's-Bench*, by changing the Name, and appointing proper Attorneys, viz. such as are of that Court, to appear, &c.

*A Bond of Arbitration, to stand to an Award, with an Umpire.*

**N**Overint Universi per Præsentes me Abrahamum Walderbank, de Civitate Gloucestræ in Comitatu Gloucestræ, Armigerum, teneri & firmiter Obligari Jacobo Setwel, Londini. Generoso, in Centum Libris bonæ & legalis Monetæ Angliæ solvend' eidem Jacobo Setwell, aut suo certo Artornato, Executoribus, Administratoribus vel Assignatis suis; ad quam quidem solutionem bene & fideliter faciendam obligo Me, Hæredes, Executores. & Administratores meos firmiter per præsentes. Sigillo meo sigillat'. Dat' primo die Julii, Anno Regni Domini nostri Georgii, Dei Gratiâ, Magnæ Britanniæ, Franciæ, & Hiberniæ, Regis, Fidei Defensoris, &c. Quarto; Annoque Domini, 1718.

*Te*

**T** Execut  
for his  
abserve  
the Au  
Judgm  
elemen  
trators  
the sai  
half of  
trase,  
for, up  
and Ca  
Rackon  
vences,  
Extant  
had, m  
the sai  
End an  
Premij  
under  
said P  
next en  
tion to  
remain  
Sigil  
in  
Thoma  
James  
Not  
chang  
Umpi  
latter  
Aware

## The Condition.

**T**HE Condition of this Obligation is such, That if the above-bound Abraham Walderbank, his Heirs, Executors, Administrators, and every of them, do and shall for his and their Parts and Behalf, stand to, obey, abide, observe, and in and by all Things well and truly perform the Award, Arbitrament, Determination, final End and Judgment of Charles Mattraver of Westminster, Gentleman, and William Dolwell of York, Yeoman, Arbitrators in, and indifferently chosen, elected and named by the said Abraham Walderbank, as on the Part and Behalf of the above-named James Setwel, to award, arbitrate, order, judge, determine and final End to make of, for, upon, and concerning all and all manner of Actions, and Causes of Actions, Suits, Debts, Strifes, Accounts, reckonings, Sum and Sums of Money, Trespasses, Differences, Quarrels, Bills, Bonds, Specialities, Judgments, Extents, or any other Matter, Thing, or Demand whatsoever, had, made, moved, risen or depending; Provided always the said Award, Arbitrament, Order, Determination, final End and Judgment of the said Arbitrators, for or upon the Premises, be made and given up in Writing, indented under their Hands and Seals ready to be delivered unto the said Parties, on or before the Twentieth Day of August, next ensuing the Date above-mention'd; then this Obligation to be void and of none Effect, or else to stand, be, and remain in full Force and Virtue.

Sigillat' &amp; Deliberat'

in Præsentia

Abra. Walderbank. ●

Thomas Davis.

James Cawell.

*Note,* In this Case there must be two Bonds interchangeably from one Party to the other; and if an Umpire be required, he must be mention'd in the latter end of the Condition, or in a Writing of Award apart, bearing the same Date, and signifying the

the same Matter, the Form of which, for Brevity's sake, I have willingly omitted; as also the Latin Part or Obligation to some Forms I shall hereafter set down, by reason they are, for the most part, the same in Nature and Quality that I have already set down, and may be put together at the Discretion of the Writer.

*The Condition of a Counter-Bond to save harmless, from one Parry to another, &c. Before which you may place any Latin Obligation that expresses no more Parties, observing the Names, Places, Sums, &c. be coherent.*

**T**HE Condition of this Obligation is such, That whereas the above-named *John Rows*, at the special Interest and Request of *Richard Woodby*, and for his only Debt, Duty, Matter and Cause, together with him the said *Richard Woodby*, of *St. Albans*, in the County of *Hertford*, Gent. is held and firmly bound unto *Joseph Gowin* of *London*, Grocer, in and by one Obligation, bearing Date exactly with these Presents in the Penal Sum of One Hundred Pounds of lawful Money of *England*, conditioned for the true and just Payment of Fifty Pounds of like lawful Money unto the said *Joseph Gowin*, his Executors, Administrators or Assigns on the Twelfth Day of *August* next ensuing the Date of the recited Obligation, as by the said Obligation and the Condition thereof, relation being thereunto had, doth and may more at large appear. If therefore the said *Richard Woodby*, his Heirs, Executors or Administrators, or any of them, shall and do well and truly pay, or cause to be paid unto the said *Joseph Gowin*, his Executors, Administrators or Assigns, the Sum of Fifty Pounds of lawful Money of *England*, the said Twelfth day next ensuing the Date of the said Obligation, before-mentioned, in Discharge of the said Obligation; then this present Obligation to be void

*Usual Forms of Bills, Bonds, &c.* 151

and of none Effect, or else to stand good, and remain in full Force and Virtue.

*Sigillat' & Deliberat'*

*in Presentia*

George Trueman.

William Templar.

*Richard Wooddy.* ●

*The Condition of a Bond to perform Covenants, specified in a Lease or Indenture, &c.*

**T**HE Condition of this Obligation is such. That if the above-bound *William Simms*, his Heirs, Executors, Administrators, they, or any of them, shall and do for his and their parts in all Things well and truly observe, perform, fulfil, accomplish, pay and keep all and singular the Covenants, Grants, Articles, Clauses, Provisoos, Payments, Conditions and Agreements whatsoever, which on his and their Parts and Behalvs are or ought to be observ'd, perform'd, fulfill'd, accomplish'd, paid and kept, compriz'd and mention'd in a pair of Indentures, bearing Date even with these Presents, made or expressed to be made between the said *William Simms* of the one part, and the above-named *Robert Daram* of the other part, and that in and by all Things, according to the Contents, Purposes, true Intent and Meaning of the same Indenture, without Fraud or Coven; then this present Obligation to be void and of none Effect, or else to be and remain in full Force and Virtue.

*Sigillat' & Deliberat'*

*in Presentia*

Peter Geuging.

*William Simms.* ●

*A Condition to perform Covenants in Articles of Agreement.*

**T**HE Condition of this Obligation is such, That if the above-bound *Peter Witenough*, his Heirs, Executors and Administrators, they and every

152 *Usual Forms of Bills, Bonds, &c.*

every of them, shall and do for his and their Parts, in all and every Thing or Things, well and truly observe, perform, fulfil, accomplish, pay and keep all and singular the Covenants, Grants, Articles, Clauses, Provisoës, Payments, Conditions and Agreements whatsoever, which on his and their Parts and Behalfe are, or ought to be observed, performed, fulfilled, accomplished, paid and kept, comprized and mentioned in certain Articles of Agreement, indented and bearing even Date with these Presents, made or expressed to be made between the said *Peter Witenough* of the one part, and the above-named *James Groby* of the other part, and that in and by all Things according to the Contents, Purposes, true intent and Meaning of the said Articles, without Fraud or Covenant, then this present Obligation to be void, or else to be and remain in full Force and Virtue.

*Sigillat' & Deliberat'*  
*in Præsentia*

Abel Crow.

*Peter Witenough.*

---

*The Names of Men and Women, Alphabetically placed and digested, in English and Latin; together with a Demonstration of their Uses in the Nominative, Accusative, and Dative Cases, Singular, &c.*

**I**N Consideration that the Christian Names of Men and Women are frequently used in Latin Obligations, &c. I have thought it altogether convenient to give an Alphabetical Account of them, in order as they stand, or ought to stand in Obligations, expressed in the English Names, and in



# Proper Names English and Latin. 153

In the Latin Nominative, Accusative and Dative Cases Singular, as you will observe in the following Pages. And further,

¶ Note, That the Accusative Case is always taken or used for the obliged, or Person borrowing Money or obliged upon any other Account; and Dative for the Obliger, or Party that lends Money, or to whom the Obligated is upon any other Occasion, bound or obliged. As thus,

*Noverint Universi per presentes, me Abrahamum Willwell, de Parochia Sancti Egidii in Campis in Comitatu Middlesexie, Generosum, teneri & firmiter obligari Adamo Murvin de Civitate Lond' Propolæ, in Triginta Libris, &c.*

This Method being observed as to the Names, &c holds throughout any Obligation mention'd, &c Wherefore for the ease of the Unlearned, the Names are stated as they ought to stand in any Writing.

Engl. Names, Nom. Case f. Accu. Case f. Dat. Case f.

|           |                    |                    |                    |
|-----------|--------------------|--------------------|--------------------|
| Abraham   | <i>Abrahamus</i>   | <i>Abrahamum</i>   | <i>Abrahamo</i>    |
| Adam      | <i>Adamus</i>      | <i>Adamum</i>      | <i>Adamo</i>       |
| Aaron     | <i>Aaron</i>       | <i>Aaronem</i>     | <i>Aaroni</i>      |
| Abfolom   | <i>Abfolon</i>     | <i>Abfolonem</i>   | <i>Abfoloni</i>    |
| Abel      | <i>Abel</i>        | <i>Abelem</i>      | <i>Abeli</i>       |
| Albert    | <i>Albertus</i>    | <i>Albertum</i>    | <i>Alberto</i>     |
| Alexander | <i>Alexander</i>   | <i>Alexandrum</i>  | <i>Alexandro</i>   |
| Algernon  | <i>Algernon</i>    | <i>Algernon</i>    | <i>Algernon</i>    |
| Ambrose   | <i>Ambrosius</i>   | <i>Ambrosium</i>   | <i>Ambrosio</i>    |
| Andrew    | <i>Andreas</i>     | <i>Andream</i>     | <i>Andree</i>      |
| Amos      | <i>Amos</i>        | <i>Amos</i>        | <i>Amos</i>        |
| Ananias   | <i>Ananias</i>     | <i>Ananiam</i>     | <i>Ananiam</i>     |
| Anchony   | <i>Antonius</i>    | <i>Antonium</i>    | <i>Antonio</i>     |
| Arthur    | <i>Arthurus</i>    | <i>Arthurum</i>    | <i>Arthuro</i>     |
| Archebald | <i>Archebaldus</i> | <i>Archebaldum</i> | <i>Archebaldus</i> |
| Azariah   | <i>Azarias</i>     | <i>Azariam</i>     | <i>Azaria</i>      |

154 *Proper Names English and Latin.*

**B**

|                    |                     |                     |                    |
|--------------------|---------------------|---------------------|--------------------|
| <b>Benjamin</b>    | <i>Benjaminus</i>   | <i>Benjaminum</i>   | <i>Benjamine</i>   |
| <b>Barnaby</b>     | <i>Barnabius</i>    | <i>Barnabium</i>    | <i>Barnabio</i>    |
| <b>Bernard</b>     | <i>Bernardus</i>    | <i>Bernardum</i>    | <i>Bernardo</i>    |
| <b>Benet</b>       | <i>Benedictus</i>   | <i>Benedictum</i>   | <i>Ben dicto</i>   |
| <b>Bryan</b>       | <i>Brianus</i>      | <i>Brianum</i>      | <i>Briano</i>      |
| <b>Bartholomew</b> | <i>Bartholomæus</i> | <i>Bartholomæum</i> | <i>Bartholomæo</i> |
| <b>Baldwin</b>     | <i>Baldewinus</i>   | <i>Baldewinum</i>   | <i>Baldewino</i>   |
| <b>Baptist</b>     | <i>Baptista</i>     | <i>Baptistam</i>    | <i>Baptistæ</i>    |

**C**

|                    |                      |                      |                     |
|--------------------|----------------------|----------------------|---------------------|
| <b>Charles</b>     | <i>Carolus</i>       | <i>Carolum</i>       | <i>Carolo</i>       |
| <b>Christopher</b> | <i>Christopherus</i> | <i>Christopherum</i> | <i>Christophero</i> |
| <b>Cæsar</b>       | <i>Cæsar</i>         | <i>Cæsarem</i>       | <i>Cæsari</i>       |
| <b>Caleb</b>       | <i>Caleb</i>         | <i>Caleb</i>         | <i>Caleb</i>        |
| <b>Clement</b>     | <i>Clemens</i>       | <i>Clementem</i>     | <i>Clementi</i>     |
| <b>Constantine</b> | <i>Constantinus</i>  | <i>Constantinum</i>  | <i>Constantino</i>  |
| <b>Cornelius</b>   | <i>Cornelius</i>     | <i>Cornelium</i>     | <i>Cornelio</i>     |

**D**

|                  |                  |                  |                 |
|------------------|------------------|------------------|-----------------|
| <b>David</b>     | <i>David</i>     | <i>Davidem</i>   | <i>Davidi</i>   |
| <b>Denys</b>     | <i>Dionysius</i> | <i>Dionysium</i> | <i>Dionysio</i> |
| <b>Daniel</b>    | <i>Daniel</i>    | <i>Danielem</i>  | <i>Danieli</i>  |
| <b>Demetrius</b> | <i>Demetrius</i> | <i>Demetrium</i> | <i>Demetrio</i> |

**E**

|                |                   |                   |                  |
|----------------|-------------------|-------------------|------------------|
| <b>Emanuel</b> | <i>Emanuel</i>    | <i>Emanuelem</i>  | <i>Emanueli</i>  |
| <b>Edmund</b>  | <i>Edmundus</i>   | <i>Edmundum</i>   | <i>Edmundo</i>   |
| <b>Edward</b>  | <i>Edwardus</i>   | <i>Edwardum</i>   | <i>Edvar do</i>  |
| <b>Elisha</b>  | <i>Elisha</i>     | <i>Elisham</i>    | <i>Elishæ</i>    |
| <b>Ephraim</b> | <i>Ephraimus</i>  | <i>Ephraimum</i>  | <i>Ephraimo</i>  |
| <b>Evan</b>    | <i>Evanus</i>     | <i>Evanum</i>     | <i>Evano</i>     |
| <b>Edwin</b>   | <i>Edwinus</i>    | <i>Edwinum</i>    | <i>Edwino</i>    |
| <b>Erasmus</b> | <i>Erasmus</i>    | <i>Erasmum</i>    | <i>Erasmo</i>    |
| <b>Ezekiel</b> | <i>Ezekiel</i>    | <i>Ezekielem</i>  | <i>Ezekieli</i>  |
| <b>Eustace</b> | <i>Eustathius</i> | <i>Eustathium</i> | <i>Eustathio</i> |
| <b>Everard</b> | <i>Everardus</i>  | <i>Everardum</i>  | <i>Everardo</i>  |
| <b>Eleazer</b> | <i>Eleazer</i>    | <i>Eleazerem</i>  | <i>Eleazeri</i>  |
| <b>Elijah</b>  | <i>Elias</i>      | <i>Eliam</i>      | <i>Eliæ</i>      |

**FRANCIS**

F

|           |             |             |            |
|-----------|-------------|-------------|------------|
| Francis   | Franciscus  | Franciscum  | Francisco  |
| Frederick | Fredericus  | Fredericum  | Frederico  |
| Ferdinand | Ferdinandus | Ferdinandum | Ferdinando |
| Felix     | Felix       | Felicem     | Felici     |
| Ferrand   | Ferrandus   | Ferrandum   | Ferrando   |
| Freeman   | Freemanus   | Freemanum   | Freemano   |

G

|          |            |            |           |
|----------|------------|------------|-----------|
| George   | Georgius   | Georgium   | Georgio   |
| Gabriel  | Gabriel    | Gabrielem  | Gabrieli  |
| Gideon   | Gideon     | Gideonem   | Gideon    |
| Gerard   | Gerardus   | Gerardum   | Gerardo   |
| Gilbert  | Gilbertus  | Gilbertum  | Gilberto  |
| Gregory  | Gregorius  | Gregorium  | Gregorio  |
| Guy      | Guido      | Guidonem   | Guidoni   |
| Giles    | Ægidius    | Ægidium    | Ægidio    |
| Godfrey  | Godfridus  | Godfridum  | Godfrido  |
| Gryffith | Griffithus | Griffithum | Griffitho |

H

|          |            |            |           |
|----------|------------|------------|-----------|
| Henry    | Henricus   | Henricum   | Henrico   |
| Hugh     | Hugo       | Hugonem    | Hugoni    |
| Humphry  | Humphridus | Humphridum | Humphrido |
| Horace   | Horatius   | Horatium   | Horatio   |
| Hubert   | Hubertus   | Hubertum   | Huberto   |
| Hercules | Hercules   | Herculem   | Herculi   |
| Herbert  | Herbertus  | Herbertum  | Herberto  |

I

|                |           |            |           |
|----------------|-----------|------------|-----------|
| Jasper         | Gasparus  | Gasparum   | Gasparo   |
| James          | Jacobus   | Jacobum    | Jacobo    |
| Jacob          | Jacob     | Jacob      | Jacob     |
| Jeffery        | Galfridus | Galfridum  | Galfrido  |
| Job            | Jobus     | Jobum      | Jobo      |
| Joel           | Joel      | Joel       | Joeli     |
| John           | Joannes   | Joannem    | Joanni    |
| Jonas, Jonah   | Jonas     | Jonam      | Jone      |
| Josias, Josiah | Josias    | Josiam     | Josie     |
| Jonathan       | Jonathān  | Jonathonem | Jonathani |

156 Proper Names English and Latin.

|          |           |           |          |
|----------|-----------|-----------|----------|
| Isaac    | Isaacus   | Isaacum   | Isaaco   |
| Jeremy   | Jeremias  | Jeremiam  | Jeremie  |
| Joceline | Jocelinus | Jocelinum | Jocelino |
| Joseph   | Josephus  | Josephum  | Josepho  |
| Julius   | Julius    | Julium    | Julio    |
| Joshua   | Joshua    | Joshuam   | Joshuae  |
| Jude     | Juda      | Judam     | Judæ     |
| Jenkin   | Jenkinus  | Jenkinum  | Jenkino  |

K

|         |           |           |          |
|---------|-----------|-----------|----------|
| Kenhelm | Kenbelmus | Kenbelmum | Kenbelmo |
| Kester  | Kesterus  | Kesterum  | Kestero  |

L

|          |             |             |            |
|----------|-------------|-------------|------------|
| Lawrence | Laurentius  | Laurentium  | Laurentio  |
| Leonard  | Leonardus   | Leonardum   | Leonardo   |
| Lambert  | Lambertus   | Lambertum   | Lamberto   |
| Lazarus  | Lazarus     | Lazarum     | Lazaro     |
| Lionel   | Lionellus   | Lionellum   | Lionello   |
| Lodowick | Lodovicus   | Lodovicum   | Lodovico   |
| Lewis    | Ludovicus   | Ludovicum   | Ludovico   |
| Lancelot | Lancelottus | Lancelottum | Lancelotto |
| Leopold  | Leopoldus   | Leopoldum   | Leopoldo   |
| Luke     | Lucas       | Lucam       | Luce       |
| Leolin   | Leolinus    | Leolinum    | Leolino    |
| Lewellin | Leocellus   | Leocellum   | Leocello   |
| Levin    | Levinus     | Levinum     | Levino     |

M

|           |            |                |             |
|-----------|------------|----------------|-------------|
| Mark      | Marcus     | Marcum         | Marco       |
| Martin    | Martinus   | Martinum       | Martino     |
| Marvin    | Marvinus   | Marvinum       | Marvino     |
| Matthias  | Matthias   | Matthiam       | Matthie     |
| Matthew   | Matthæus   | Matthæum       | Matthæo     |
| Maurice   | Mauritius  | Mauritium      | Mauritio    |
| Moses     | Moses      | Mosem          | Mosi        |
| Michael   | Michael    | Michaelem      | Michaeli    |
| Miles     | Milo       | Milonem        | Miloni      |
| Morgan    | Morganus   | Morganum       | Morgano     |
| Marmaduke | Marmaducus | Marmaducoducum | Marmaduce   |
|           |            |                | N Nathanael |

N

|           |           |             |            |
|-----------|-----------|-------------|------------|
| Nathanael | Nathanaël | Nathanaelem | Nathanaeli |
| Nathan    | Nathan    | athanem     | Nathani    |
| Nicholas  | Nicolaus  | Nicolaum    | Nicolao    |
| Nehemiah  | Nehemia   | Nehemiam    | Nehemie    |
| Nicodemus | Nicodemus | Nicodemum   | Nico lemo  |
| Noah      | Noah      | Noah        | Noah       |
| Noel      | Noelius   | Noelium     | Noelio     |
| Nestor    | Nestor    | Nestorem    | Nestori    |

O

|         |          |          |         |
|---------|----------|----------|---------|
| Oliver  | Oliverus | Oliverum | Olivero |
| Obadiah | Obadia   | Obadiam  | Obadie  |
| Owen    | Owdenus  | Owdenum  | Owdeno  |

P

|           |            |            |           |
|-----------|------------|------------|-----------|
| Paul      | Paulus     | Paulum     | Paulo     |
| Peter     | Petrus     | Petram     | Petro     |
| Philip    | Philippus  | Philippum  | Philippo  |
| Patrick   | Patricius  | Patriciam  | Patricio  |
| Philbert  | Philbertus | Philbertum | Philberto |
| Peregrine | Peregrinus | Peregrinum | Peregrino |
| Pierce    | Piercius   | Piercium   | Piercio   |
| Pascal    | Pascales   | Pascalem   | Pascali   |

R

|          |            |            |           |
|----------|------------|------------|-----------|
| Richard  | Richardus  | Richardum  | Richardo  |
| Robert   | Robertus   | Robertum   | Roberto   |
| Ralph    | Radulphus  | Radulphum  | Radulpho  |
| Randolph | Randolphus | Randolphum | Randolpho |
| Rice     | Riceus     | Riceum     | Riceo     |
| Roger    | Rogerus    | Rogerum    | Rogero    |
| Rowland  | Rowlandus  | Rowlandum  | Rowlando  |
| Ruben    | Ruben      | Rubenem    | Rubeni    |

S

|         |         |           |          |
|---------|---------|-----------|----------|
| Simon   | Simon   | Simonem   | Simoni   |
| Samuel  | Samuel  | Samuelem  | Samueli  |
| Saul    | Saulus  | Saulum    | Saulo    |
| Sampson | Sampson | Sampsonem | Sampsoni |



152 *Proper Names English and Latin.*

|           |                    |                    |                   |
|-----------|--------------------|--------------------|-------------------|
| Sylvester | <i>Sylvester</i>   | <i>Sylvestrum</i>  | <i>Sylvestro</i>  |
| Stephen   | <i>Stephanus</i>   | <i>Stephanum</i>   | <i>Stephano</i>   |
| Simeon    | <i>Simeon</i>      | <i>Simeonem</i>    | <i>Simeoni</i>    |
| Sebastian | <i>Sebastianus</i> | <i>Sebastianam</i> | <i>Sebastiano</i> |

**T**

|            |                   |                   |                  |
|------------|-------------------|-------------------|------------------|
| Timothy    | <i>Timotheus</i>  | <i>Timotheum</i>  | <i>Timotheo</i>  |
| Thomas     | <i>Thomas</i>     | <i>Thomam</i>     | <i>Thomæ</i>     |
| Theodore   | <i>Theodorus</i>  | <i>Theodorum</i>  | <i>Theodoro</i>  |
| Theobald   | <i>Theobaldus</i> | <i>Theobaldum</i> | <i>Theobaldo</i> |
| Theophilus | <i>Theophilus</i> | <i>Theophilum</i> | <i>Theophilo</i> |
| Titus      | <i>Titus</i>      | <i>Titum</i>      | <i>Tito</i>      |
| Toby       | <i>Tobias</i>     | <i>Tobiam</i>     | <i>Tobiæ</i>     |
| Tristram   | <i>Tristramus</i> | <i>Tristramum</i> | <i>Tristramo</i> |

**V**

|           |                   |                   |                  |
|-----------|-------------------|-------------------|------------------|
| Valentine | <i>Valentinus</i> | <i>Valentinum</i> | <i>Valentino</i> |
| Vincent   | <i>Vincentius</i> | <i>Vincentium</i> | <i>Vincentio</i> |

**W**

|          |                   |                   |                  |
|----------|-------------------|-------------------|------------------|
| VVilliam | <i>Willielmus</i> | <i>Willielmum</i> | <i>Willielmo</i> |
| VValter  | <i>Walterus</i>   | <i>Walterum</i>   | <i>Waltero</i>   |

**Z**

|                                    |                  |                  |                 |
|------------------------------------|------------------|------------------|-----------------|
| Zachary <sup>or</sup><br>Zacharias | <i>Zacharias</i> | <i>Zachariam</i> | <i>Zachariæ</i> |
|------------------------------------|------------------|------------------|-----------------|

 **Note,** That the Names of Men are attributed to the Masculine Gender.

*The Christian Names of Women, such as are most frequent amongst us, put and ordered in such manner and form, that so they may be readily inserted in any Latin Obligation, or the like, as before-mentioned.*

*Engl. Names. Nom. Case f. Accu. Case f. Dat. Case f.*

**A**

|          |                 |                  |                 |
|----------|-----------------|------------------|-----------------|
| Arabella | <i>Arabella</i> | <i>Arabellam</i> | <i>Arabellæ</i> |
| Annis    | <i>Annis</i>    | <i>Annem</i>     | <i>Anni</i>     |
| Anne     | <i>Anna</i>     | <i>Annam</i>     | <i>Annæ</i>     |
| Agnes    | <i>Agnes</i>    | <i>Agnetem</i>   | <i>Agneti</i>   |
| Abigal   | <i>Abigal</i>   | <i>Abigalem</i>  | <i>Abigali</i>  |
| Alice    | <i>Alicia</i>   | <i>Aliciam</i>   | <i>Alicie</i>   |

*Amy*

Proper Names English and Latin. 159

|                 |           |            |           |
|-----------------|-----------|------------|-----------|
| Am <sup>y</sup> | Amicia    | Amiciam    | Amiciæ    |
| Agatha          | Agatha    | Agatham    | Agathæ    |
| B               |           |            |           |
| Bona            | Bona      | Bonam      | Bonæ      |
| Bidget          | Brigitta  | Brigittam  | Brigittæ  |
| Beatrice        | Beatrice  | Beatricem  | Beatrici  |
| Barbara         | Barbara   | Barbaram   | Barbaræ   |
| Bathsheba       | Bathsheba | Bathshebam | Bathshebæ |
| Benigna         | Benigna   | Benignam   | Benignæ   |
| Bertha          | Bertha    | Bertham    | Berthæ    |

|           |            |             |            |
|-----------|------------|-------------|------------|
| C         |            |             |            |
| Christian | Christiana | Christianam | Christiane |
| Cicely    | Cicelia    | Ciceliam    | Ciceliæ    |
| Clara     | Clara      | Claram      | Claræ      |
| Cassandra | Cassandra  | Cassandram  | Cassandræ  |
| Constance | Constantia | Constantiam | Constantiæ |
| Charity   | Charitas   | Charitatem  | Charitati  |

|         |          |           |          |
|---------|----------|-----------|----------|
| D       |          |           |          |
| Diana   | Diana    | Dianam    | Dianæ    |
| Deborah | Deborah  | Deboram   | Deboræ   |
| Dido    | Dido     | Didonem   | Didoni   |
| Dorothy | Dorothea | Dorotheam | Dorotheæ |
| Dorcas  | Dorcas   | Dorcadem  | Dorcadi  |
| Dionys  | Dionysa  | Dionysam  | Dionysæ  |

|           |            |             |            |
|-----------|------------|-------------|------------|
| E         |            |             |            |
| Elizabeth | Elizabetha | Elizabetham | Elizabethæ |
| Edith     | Editba     | Editbam     | Edithe     |
| Elianor   | Eliana     | Elianoram   | Elianoræ   |
| Eve       | Eva        | Evam        | Eve        |

|          |           |            |           |
|----------|-----------|------------|-----------|
| F        |           |            |           |
| Frances  | Francisca | Franciscam | Franciscæ |
| Florence | Florentia | Florentiam | Florentiæ |
| Felix    | Felicia   | Feliciam   | Feliciæ   |
| Faith    | Fides     | Fidem      | Fidei     |
| Fortune  | Fortuna   | Fortunam   | Fortunæ   |

|       |        |         |          |
|-------|--------|---------|----------|
| G     |        |         |          |
| Grace | Gratia | Gratiam | Gratiæ   |
|       |        | H. 4.   | Gillian. |

160 *Proper Names English and Latin.*

|           |              |               |              |
|-----------|--------------|---------------|--------------|
| Gillian   | Juliana      | Julianam      | Juliana      |
|           |              | H             |              |
| Hannah    | Hanna        | Hannam        | Hannæ        |
| Hagar     | Hagara       | Hagaram       | Hagaræ       |
| Helen     | Helena       | Helenam       | Helena       |
| Hester    | Hestera      | Hesteram      | Hesteræ      |
| Honor     | Honora       | Honoram       | Honoræ       |
|           |              | J             |              |
| Jane      | Jana         | Janam         | Janæ         |
| Jone      | Joanna       | Joannam       | Joannæ       |
| Joyce     | Jocosa       | Jocosam       | Jocosa       |
| Isabel    | Isabella     | Isabellam     | Isabellæ     |
| Judith    | Judith       | Judith        | Judith       |
| Julia     | Julia        | Juliam        | Julia        |
|           |              | K             |              |
| Katharine | Catharina    | Catharinam    | Catharina    |
|           |              | L             |              |
| Leah      | Lea          | Leam          | Leæ          |
| Lettice   | Latitia      | Latitiam      | Latitia      |
| Love      | Amorea       | Amoream       | Amoræ        |
| Lucy      | Lucia        | Luciam        | Luciæ        |
| Lucretia  | Lucretia     | Lucretiam     | Lucretiæ     |
|           |              | M             |              |
| Mary      | Maria        | Mariam        | Mariæ        |
| Martha    | Martha       | Martham       | Marthæ       |
| Mersey    | Misericordia | Misericordiam | Misericordia |
| Magdalen  | Magdalena    | Magdalenam    | Magdalena    |
| Margaret  | Margareta    | Margaretam    | Margaretæ    |
| Margery   | Margeria     | Margeriam     | Margeriæ     |
| Maud      | Matbildis    | Matbildem     | Matbildi     |
| Mabel     | Mabella      | Mabellam      | Mabellæ      |
|           |              | N             |              |
| Nicholas  | Nichola      | Nicholam      | Nicholæ      |
|           |              | P             |              |
| Patience  | Patientia    | Patientiam    | Patientiæ    |
| Penelope  | Penelope     | Penelopen     | Penelope     |
|           |              |               | Philippa     |

*Proper Names English and Latin.* 161

|           |           |            |           |
|-----------|-----------|------------|-----------|
| Philippa  | Philippa  | Philippam  | Philippæ  |
| Phyllis   | Phyllis   | Phyllidem  | Phyllidi  |
| Priscilla | Priscilla | Priscillam | Priscillæ |
| Prudence  | Prudentia | Prudentiam | Prudentiæ |

R

|         |         |          |         |
|---------|---------|----------|---------|
| Rebecca | Rebecca | Rebeccam | Rebeckæ |
| Rose    | Rosa    | Rosam    | Rosæ    |
| Rachel  | Rachet  | Rachel   | Rachel  |

S

|        |         |          |         |
|--------|---------|----------|---------|
| Sarah  | Sara    | Saram    | aræ     |
| Sophia | Sophia  | Sophiam  | Sophiæ  |
| Sabina | Sabina  | Sabinam  | Sabinæ  |
| Sibyl  | Sibylla | Sibyllam | Sibyllæ |
| Susan  | Susanna | Susannam | Susannæ |
| Sabrin | Sabrina | Sabrinam | Sabrinæ |
| Stella | Stella  | Stellam  | Stellæ  |

T

|            |             |              |             |
|------------|-------------|--------------|-------------|
| Temperance | Temperantia | Temperantiam | Temperantiæ |
| Thomafin   | Thomasina   | Thomasinam   | Thomasinæ   |

U

|        |        |         |        |
|--------|--------|---------|--------|
| Ursula | Ursula | Ursulam | Ursulæ |
|--------|--------|---------|--------|

W

|          |           |            |            |
|----------|-----------|------------|------------|
| Vinefrid | Winefrida | Winefridam | Winefridæ. |
|----------|-----------|------------|------------|

*Directions to know the Months and Days of the Months,  
as they ought to be considered in the Date of Obligati-  
ons, and other useful Writings, &c.*

|          |            |            |              |
|----------|------------|------------|--------------|
| January  | Januarius  | Januarii—  | hath days 31 |
| February | Februarius | Februarii— | hath days 28 |
| March    | Martius    | Martii—    | hath days 31 |
| April    | Aprilis    | Aprilis—   | hath days 30 |
| May      | Maius      | Maii—      | hath days 31 |
| June     | Junius     | Junii—     | hath days 30 |
| July     | Julius     | Julii—     | hath days 31 |
| August   | Augustus   | Augusti—   | hath days 31 |

|           |           |            |               |
|-----------|-----------|------------|---------------|
| September | September | Septembris | —hath days 30 |
| October   | October   | Octobris   | —hath days 31 |
| November  | November  | Novembris  | —hath days 30 |
| December  | December  | Decembris  | —hath days 31 |

Thus having given the Reader the *English* and *Latin* Names of the Months, with the Number of their respective Days, as also the *Genitive* Case of the said Months, in which Case they are put or placed in *Obligations*, I now proceed to give the *Latin* of the Days in their respective Numbers, as they ought to be placed in the date of the *Obligation*, as occasion requires: by the following Rule all the rest of the Months may be observ'd.

|      |                  |               |
|------|------------------|---------------|
|      | Primo            |               |
|      | Secundo          |               |
|      | Tertio           |               |
|      | Quarto           |               |
|      | Quinto           |               |
|      | Sexto            |               |
|      | Septimo          |               |
|      | Octavo           |               |
|      | Nono             |               |
|      | Decimo           |               |
|      | Undecimo         |               |
|      | Duodecimo        |               |
|      | Tertiodecimo     |               |
|      | Quartodecimo     |               |
| Dat. | Quintodecimo     | Die Januarii. |
|      | Sextodecimo      |               |
|      | Decimo septimo   |               |
|      | Decimo octavo    |               |
|      | Decimo nono      |               |
|      | Vicesimo         |               |
|      | Vicesimo primo   |               |
|      | Vicesimo secundo |               |
|      | Vicesimo tertio  |               |

Vice.



|  |                  |  |
|--|------------------|--|
|  | Vicesimo quarto  |  |
|  | Vicesimo quinto  |  |
|  | Vicesimo sexto   |  |
|  | Vicesimo septimo |  |
|  | Vicesimo octavo  |  |
|  | Vicesimo nono    |  |
|  | Tricesimo        |  |
|  | Tricesimo primo  |  |

*Dates of the Years of our Lord God.*

*Anno Dom.*

|                                           |   |      |
|-------------------------------------------|---|------|
| Millesimo sexcentesimo octogesimo septimo | — | 1687 |
| Millesimo sexcentesimo octogesimo octavo  | — | 1688 |
| Millesimo sexcentesimo octogesimo nono    | — | 1689 |
| Millesimo sexcentesimo nonagesimo         | — | 1690 |
| Millesimo sexcentesimo nonagesimo primo   | — | 1691 |
| Millesimo sexcentesimo nonagesimo secundo | — | 1692 |
| Millesimo sexcentesimo nonagesimo tertio  | — | 1693 |
| Millesimo sexcentesimo nonagesimo quarto  | — | 1694 |
| Millesimo sexcentesimo nonagesimo quinto  | — | 1695 |
| Millesimo sexcentesimo nonagesimo sexto   | — | 1696 |
| Millesimo sexcentesimo nonagesimo septimo | — | 1697 |
| Millesimo sexcentesimo nonagesimo octavo  | — | 1698 |
| Millesimo sexcentesimo nonagesimo nono    | — | 1699 |
| Millesimo septingentesimo                 | — | 1700 |
| Millesimo septingentesimo primo           | — | 1701 |
| Millesimo septingentesimo secundo         | — | 1702 |
| Millesimo septingentesimo tertio          | — | 1703 |
| Millesimo septingentesimo quarto          | — | 1704 |
| Millesimo septingentesimo quinto          | — | 1705 |
| Millesimo septingentesimo sexto           | — | 1706 |
| Millesimo septingentesimo septimo         | — | 1707 |
| Millesimo septingentesimo octavo          | — | 1708 |
| Millesimo septingentesimo nono            | — | 1709 |
| Millesimo septingentesimo decimo          | — | 1710 |
| Millesimo septingentesimo undecimo        | — | 1711 |
| Millesimo septingentesimo duodecimo       | — | 1712 |

In this manner the Reader may raise the number to a larger Date, when so many Years as are set down are expired, by adding Thirteen, Fourteen, &c. to them in the same manner as he finds them annexed to the Days of the Month.

As for the Year, it is reckoned, according to the Julian Account, to consist of Twelve entire Months, which are called Artificial Months, or Computations of Time, because some of them consist of more Days than other; for that of *September*, *November*, *April*, *June*, have but Thirty Days each, and *February* but Twenty Eight, unless in Leap-Year all the rest consisting unalterably of One and thirty Days, as in the foregoing Description of the Months will appear.

As for Leap-Year, it is held together in the space of Four Years, as many Lapsing Minutes as make up Twenty four Hours, which making an artificial Day are added at that time to *February*, making it in the Year of *Bessæxæile*, or Leap-Year, to consist of 29 Days, and then the whole Year of 365 Days: And it is again divided into Four Seasons, as *Spring*, *Summer*, *Autumn*, and *Winter*, occasioned by the Sun's passing through the 12 Celestial Signs between the Summer and Winter Tropicks of *Cancer* and *Capricorn*. And from these another Division is made, call'd the Quarter-days, or Days of Payment of Rent and the like, viz, the 25th. of *March*, or the *Assumption* of the Blessed Virgin commonly called our *Lady-day*; the 24th. of *June*, or the Feast of *S. John Baptist*, commonly called *Midsummer-day*; the 29th of *September*, or the Feast of *S. Michael* the Arch-Angel, commonly called *Mickaelmas-day*; and the 25th. of *December*, or the Feast of the Blessed *Nativity*, commonly called *Christmas-day*: And from these, Leases and the like, bear Date, in relation to Payment or Contract, &c. And now, seeing the Interest as well as the Summ is very requisite

# A Table of Interest.

165

See to be known, I shall hereunto annex a TABLE, shewing the true Interest of any Summ, from Five Shillings to a Hundred Pounds.

|                 | 1 Mon. |    |    | 3 Mon. |    |    | 6 Mon. |    |    | 9 Mon. |    |    | A Year. |    |    |    |   |
|-----------------|--------|----|----|--------|----|----|--------|----|----|--------|----|----|---------|----|----|----|---|
|                 | s.     | d. | q. | s.     | d. | q. | s.     | d. | q. | s.     | d. | q. | s.      | d. | q. |    |   |
| Shillings.      | 5      | 0  | 0  | 1      | 0  | 0  | 3      | 0  | 1  | 3      | 0  | 2  | 1       | 0  | 3  | 2  |   |
|                 | 10     | 0  | 0  | 2      | 0  | 1  | 3      | 0  | 3  | 2      | 0  | 5  | 2       | 0  | 7  | 1  |   |
|                 | 15     | 0  | 0  | 3      | 0  | 2  | 2      | 0  | 5  | 0      | 0  | 8  | 0       | 0  | 10 | 2  |   |
| Pounds.         | 1      | 0  | 1  | 0      | 0  | 3  | 0      | 0  | 6  | 0      | 0  | 9  | 0       | 1  | 0  | 0  |   |
|                 | 2      | 0  | 2  | 0      | 0  | 6  | 0      | 1  | 0  | 0      | 1  | 6  | 0       | 2  | 0  | 0  |   |
|                 | 3      | 0  | 3  | 0      | 0  | 9  | 0      | 1  | 6  | 0      | 2  | 3  | 0       | 3  | 0  | 0  |   |
|                 | 4      | 0  | 4  | 0      | 1  | 0  | 0      | 2  | 0  | 0      | 3  | 0  | 0       | 4  | 0  | 0  |   |
|                 | 5      | 0  | 5  | 0      | 1  | 3  | 0      | 2  | 6  | 0      | 3  | 9  | 0       | 5  | 0  | 0  |   |
|                 | 6      | 0  | 6  | 0      | 1  | 6  | 0      | 3  | 0  | 0      | 4  | 6  | 0       | 6  | 0  | 0  |   |
|                 | 7      | 0  | 7  | 0      | 1  | 9  | 0      | 3  | 6  | 0      | 5  | 3  | 0       | 7  | 0  | 0  |   |
|                 | 8      | 0  | 8  | 0      | 2  | 0  | 0      | 4  | 0  | 0      | 6  | 0  | 0       | 8  | 0  | 0  |   |
|                 | 9      | 0  | 9  | 0      | 2  | 3  | 0      | 4  | 6  | 0      | 6  | 9  | 0       | 9  | 0  | 0  |   |
| Tens of Pounds. | 1      | s. | d. | 1      | s. | d. | 1      | s. | d. | 1      | s. | d. | 1       | s. | d. |    |   |
|                 | 10     | 0  | 0  | 10     | 0  | 2  | 6      | 0  | 5  | 0      | 0  | 7  | 6       | 0  | 10 | 0  |   |
|                 | 20     | 0  | 1  | 8      | 0  | 5  | 0      | 0  | 10 | 0      | 0  | 15 | 0       | 1  | 0  | 0  |   |
|                 | 30     | 0  | 2  | 6      | 0  | 7  | 6      | 0  | 15 | 0      | 1  | 2  | 6       | 1  | 10 | 0  |   |
|                 | 40     | 0  | 3  | 4      | 0  | 10 | 0      | 1  | 0  | 0      | 1  | 10 | 0       | 2  | 0  | 0  |   |
|                 | 50     | 0  | 4  | 2      | 0  | 12 | 6      | 1  | 0  | 5      | 0  | 1  | 17      | 6  | 2  | 10 | 0 |
|                 | 60     | 0  | 5  | 0      | 0  | 15 | 0      | 1  | 10 | 0      | 2  | 5  | 0       | 3  | 0  | 0  |   |
|                 | 70     | 0  | 5  | 10     | 0  | 17 | 6      | 1  | 15 | 0      | 2  | 12 | 6       | 3  | 10 | 0  |   |
|                 | 80     | 0  | 6  | 8      | 1  | 0  | 0      | 2  | 0  | 3      | 0  | 0  | 4       | 0  | 0  | 0  |   |
|                 | 90     | 0  | 7  | 6      | 1  | 2  | 6      | 2  | 5  | 0      | 3  | 7  | 6       | 4  | 10 | 0  |   |
|                 | 100    | 0  | 8  | 4      | 1  | 5  | 0      | 2  | 10 | 0      | 3  | 15 | 0       | 5  | 0  | 0  |   |

Reader, According to this Rule, the true Interest of any Summ of Money may be known for a longer

166 *The Names of the Counties, Engl. and Lat.*

longer or shorter time than I have expressed in the Table, &c. either by Abstracting or Multiplying, which I leave to the discretion of the Judicious; and only say, That the Figure 5. in the first division of the first Column stands for 5s. the Figure 1. in the second division for 1l. and the Figure 10. in the last division for 10l. and so consequently of the rest in order.

*The Names of the Shires or Counties of England and Wales, in English and Latin, very requisite to be known to such as write, or are conversant with Obligations, &c. as they are in use.*

|                  |               |
|------------------|---------------|
| Barkshire        | Berberia      |
| Bedfordshire     | Bedfordia     |
| Buckinghamshire  | Buckinghamia  |
| Cambridgeshire   | Cantabrigia   |
| Cheshire         | Cestria       |
| Cornwall         | Cornubia      |
| Cumberland       | Cumbria       |
| Darbyshire       | Darbia        |
| Devonshire       | Devonia       |
| Dorsetshire      | Dorsetia      |
| Durham           | Dunelmi       |
| Essex            | Essexia       |
| Gloucestershire  | Gloucestria   |
| Hampshire        | Hantonia      |
| Hartfordshire    | Herifordia    |
| Herefordshire    | Herefordia    |
| Huntingtonshire  | Huntingtonia  |
| Kent             | Kentia        |
| Lancashire       | Lancastria    |
| Leicestershire   | Leicestria    |
| Lincolnshire     | Lincolnia     |
| Middlesex        | Middlesexia   |
| Northamptonshire | Northamptonia |
| Nottinghamshire  | Nottinghamia  |

In Comitatu

Nor.

|                  |                 |
|------------------|-----------------|
| Northumberland   | [ Northumbria   |
| Norfolk          | Norfolciæ       |
| Oxford           | Oxonie          |
| Rutland          | Rutlandia       |
| Shropshire       | Salopia         |
| Somersetshire    | Somerseia       |
| Staffordshire    | Staffordia      |
| Suffolk          | Suffolciæ       |
| Sussex           | Sussexia        |
| Surrey           | Surria          |
| Warwickshire     | Warwici         |
| Westmorland      | Westmorlandia   |
| Wiltshire        | Wiltonia        |
| Worcestershire   | Wigornia        |
| Yorkshire        | Eboraci         |
| Brecknockshire   | Beechiniæ       |
| Cardiganshire    | Ceretia         |
| Caermarthenshire | Mareduni        |
| Caernarvan       | Arvoniam        |
| Denbighshire     | Denbiga         |
| Flintshire       | Flinti          |
| Glamorganshire   | Glamorgania     |
| Montgomeryshire  | Montis Gomerioi |
| Monmouthshire    | Morunetbia      |
| Merionethshire   | Mervinia        |
| Pembrookshire    | Pembrocia       |
| Radnorshire      | Radnoræ         |

In Comitatu

The Names of the Four Kingdoms immediately in his Majesty's Dominions, in English and Latin.

|          |          |
|----------|----------|
| England  | Anglia   |
| Ireland  | Hybernia |
| Scotland | Scotia   |
| Wales    | Wallia   |

} The Genitive Case.  
Angliæ, &c.

The



168 *The Names of the Principal Cities, &c.*

*The Names of the Principal Cities in England and Wales, English and Latin, as used in Obligations, &c.*

|            |                    |              |                       |
|------------|--------------------|--------------|-----------------------|
| London     | <i>Londinum</i>    | Bristol      | <i>Bristolium</i>     |
| Bath       | <i>Bathonia</i>    | Oxford       | <i>Oxonia</i>         |
| York       | <i>Eboracum</i>    | Canterbury   | <i>Canthwaria</i>     |
| Chester    | <i>Cestria</i>     | Carlisle     | <i>Carleo'um</i>      |
| Gloucester | <i>Gloucestria</i> | Lincoln      | <i>Lincolnia</i>      |
| Hereford   | <i>Herefordia</i>  | Chichester   | <i>Cicestria</i>      |
| Winchester | <i>Wintonia</i>    | Westminster  | <i>Westmonasteria</i> |
| Salisbury  | <i>Salisburya</i>  | Durham       | <i>Dunelmum</i>       |
| Colchester | <i>Colcestria</i>  | Coventry     | <i>Covenria</i>       |
| Rochester  | <i>Rocheſteria</i> | Worcester    | <i>Wigornia</i>       |
| Wells      | <i>Wellia</i>      | Peterborough | <i>Petriburgum</i>    |
| Litchfield | <i>Litchfeldia</i> | Exeter       | <i>Exonia</i>         |
| Norwich    | <i>Norvicum</i>    |              |                       |

And to any of these, in case they are fixed in the Obligation, may be added *de Civitate*, or of such a City; *de Civitate Gloucestria*, *de Civitate Cantabrigia*, & sic *de ceteris*. And thus, Reader, having by palpable Demonstration shown you many things highly necessary to be known on the premised Occasion, I shall now proceed to others no less necessary, and in the first place to speak something of Titles of Honour, Appellations, and other Titles, as they are now regularly or usually given, or stated, in *English* and *Latin*.

*Titles of Honour and Appellations, &c. in English and Latin, as they are given and attributed.*

|               |                       |
|---------------|-----------------------|
| A King        | <i>Rex</i>            |
| A Queen       | <i>Regina</i>         |
| A Prince      | <i>Princeps</i>       |
| A Princess    | <i>Principissa</i>    |
| An Archbishop | <i>Archiepiscopus</i> |
| A Duke        | <i>Dux</i>            |

A Dutch

## Titles of Honour English and Latin. 169

|                          |                                   |
|--------------------------|-----------------------------------|
| A Dutcheſs               | <i>Duciſſa</i>                    |
| A Marquis                | <i>Marchio</i>                    |
| A Marchionefſe           | <i>Marchionifſa</i>               |
| An Earl                  | <i>Comes</i>                      |
| A Counteſs               | <i>Comitiſſa</i>                  |
| A Viſcount               | <i>Viccomes</i>                   |
| A Viſcounteſſe           | <i>Viccomitiſſa</i>               |
| A Baron                  | <i>Baro</i>                       |
| A Baroneſs               | <i>Baroniſſa</i>                  |
| A Baronet                | <i>Baronetus</i>                  |
| A Knight of the Garter   | <i>Eques auratæ perſectibilis</i> |
| A Knight of the Bath     | <i>Eques de Balneo</i>            |
| A Knight                 | <i>Eques auratus, vel Miles</i>   |
| A Knight Banneret        | <i>Bannerettus</i>                |
| A Lady                   | <i>Heroïna</i>                    |
| An Eſquire               | <i>Armiger</i>                    |
| A Gentleman              | <i>Generoſus</i>                  |
| A Gentlewoman            | <i>Generoſa</i>                   |
| A Doctör of Divinity     | <i>Theologiæ Doctör</i>           |
| A Doct. of the Civil Law | <i>Legum Doctör</i>               |
| A Doctör of Phyſick      | <i>Medicinæ Doctör</i>            |
| A Batchelor of Divinity  | <i>Theologiæ Baccalaureus</i>     |
| A Maſter of Arts         | <i>Artium Miſtiſter</i>           |
| A Batchelor of Arts      | <i>Artium Baccalaureus</i>        |
| A Prieſt or Parſon       | <i>Clericus</i>                   |
| A Widow                  | <i>Vidua</i>                      |
| A Maid                   | <i>Spinſteria, Virgo, Puella.</i> |

## Trades English and Latin.

|                   |                           |         |
|-------------------|---------------------------|---------|
| Apothecary        | <i>Apothecarius</i>       |         |
| Attorney          | <i>Attornatus</i>         |         |
| Baker             | <i>Piſtor</i>             |         |
| Barber-Chirurgeon | <i>Chirurgicus Tenſor</i> |         |
| Bailiff           | <i>Ballivus</i>           |         |
| Black-Smith       | <i>Ferri faber</i>        |         |
| Brick-layer       | <i>Cementarius</i>        |         |
| Brick-maker       | <i>Laterarius</i>         |         |
|                   |                           | Butcher |

|                         |                                  |
|-------------------------|----------------------------------|
| Butcher                 | <i>Lanius vel Lanio</i>          |
| Carpenter               | <i>Architectus</i>               |
| Carrier                 | <i>Mulio</i>                     |
| Carver                  | <i>Sculptor</i>                  |
| Chandler                | <i>Candelarius</i>               |
| Cheesemonger.           | <i>Casarius</i>                  |
| Chirurgion              | <i>Chirurgus</i>                 |
| Clock-maker             | <i>Horologarius</i>              |
| Clothier                | <i>Pannifex</i>                  |
| Collier                 | <i>Carbunarius</i>               |
| Comb-maker              | <i>Pectinarius</i>               |
| Confectioner            | <i>Pistor Dulciarius</i>         |
| Cook                    | <i>Coqus</i>                     |
| Cooper                  | <i>Doliarius</i>                 |
| Copper-smith            | <i>Aerarius</i>                  |
| Currier                 | <i>Coriator</i>                  |
| Cutler                  | <i>Cutellarius</i>               |
| Cordwainer              | <i>Alutarius</i>                 |
| Draper                  | <i>Pannarius</i>                 |
| Fellmonger              | <i>Pellicarius</i>               |
| Fishmonger              | <i>Piscarius</i>                 |
| Flax-dresser            | <i>Linopola</i>                  |
| Founder                 | <i>Metalliductor</i>             |
| Fruiterer               | <i>Pomarius</i>                  |
| Furrier                 | <i>Pellicator</i>                |
| Farmer                  | <i>Villicus</i>                  |
| Gardener                | <i>Hortulanus</i>                |
| Glasier                 | <i>Vitrarius</i>                 |
| Glass-maker             | <i>Viterarius</i>                |
| Glover                  | <i>Chirothecarius</i>            |
| Goldsmith               | <i>Faber aurarius vel Aurif.</i> |
| Grocer                  | <i>Aromatarius</i>               |
| Girdler                 | <i>Zonarius</i>                  |
| Gun-maker               | <i>Faber Bombardicus</i>         |
| Haberdash. of Sm. Wares | <i>Minutarius</i>                |
| Hat-maker               | <i>Pileo</i>                     |
| Horse-Courser           | <i>Hippoplanus</i>               |
| Hosier                  | <i>Caligarius</i>                |

|                          |                     |
|--------------------------|---------------------|
| Jeweller                 | Gemmarius           |
| Imbroiderer              | Acupictor           |
| Inn-keeper               | Pandochæus          |
| Ironmonger               | Ferrarius           |
| Leather-seller           | Pellio              |
| Maltster                 | Hordearius          |
| Mason                    | Lapidarius          |
| Mealman                  | Farinarius          |
| Mercer                   | Mercerus            |
| Merchant-Taylor          | Mercator-Scissor    |
| Milleer                  | Minutarius          |
| Nailer                   | Clavi-faber         |
| Oylman                   | Olearius            |
| Painter-stainer          | Pictor              |
| Pavier                   | Pavitor             |
| Perfumer                 | Odorarius           |
| Pewterer                 | Stannarius          |
| Pinmaker                 | Acicularius         |
| Plasterer                | Gypsator            |
| Plumber                  | Plumbarius          |
| Potter                   | Figulus             |
| Poulterer                | Pullarius           |
| Printer                  | Typographus         |
| Ropemaker                | Restio              |
| Sadler                   | Ephippiarius        |
| Salter                   | Salarius            |
| Sawyer                   | Serrarius           |
| Scrivener                | Scriptor            |
| Ship-Carpenter           | Naupegus            |
| Silk-Dyer                | Tinctor Bombycinus  |
| Silk-Weaver              | Serici Textor       |
| Silver-Smith             | Faber Argentarius   |
| Smith                    | Faber Ferrarius     |
| Stationer                | Bibliopola          |
| Stone-Cutter, vide Mason |                     |
| Tallow-Chandler          | Candelarius seuosus |
| Tanner                   | Byrseus             |
| Trunk-maker              | Syringator          |

172 *Sums of Money, English and Latin.*

|                                      |                              |
|--------------------------------------|------------------------------|
| Turner                               | <i>Tornio</i>                |
| Vintner                              | <i>Oenopola</i>              |
| Upholsterer                          | <i>Tapestryarius</i>         |
| Watch-Maker, <i>vide</i> Clock-maker | <i>Cerarius</i>              |
| Wax-Chandler                         | <i>Telarius &amp; Textor</i> |
| Weaver                               | <i>Rotifex</i>               |
| Whee'-wright                         | <i>Doliarius Vinarius</i>    |
| Wine-Cooper                          | <i>Lignarius</i>             |
| Wood-monger                          |                              |

*Sums of Money English and Latin.*

|                     |                            |
|---------------------|----------------------------|
| A penny             | <i>Denarius</i>            |
| Two pence           | <i>Duo Denarii</i>         |
| Three pence         | <i>Tres denarii</i>        |
| Four pence          | <i>Quatuor denarii</i>     |
| Five pence          | <i>Quinque denarii</i>     |
| Six pence           | <i>Sex denarii</i>         |
| A shilling          | <i>Unus solidus</i>        |
| Two shillings       | <i>Duo solidi</i>          |
| Three shillings     | <i>Tres solidi</i>         |
| Four shillings      | <i>Quatuor solidi</i>      |
| Five shillings      | <i>Quinque solidi</i>      |
| Six shillings       | <i>Sex solidi</i>          |
| Seven shillings     | <i>Septem solidi</i>       |
| Eight shillings     | <i>Octo solidi</i>         |
| Nine shillings      | <i>Novem solidi</i>        |
| Ten shillings       | <i>Decem solidi</i>        |
| Eleven shillings    | <i>Undecim solidi</i>      |
| Twelve shillings    | <i>Duodecim solidi</i>     |
| Thirteen shillings  | <i>Tredecim solidi</i>     |
| Fourteen shillings  | <i>Quatuordecim solidi</i> |
| Fifteen shillings   | <i>Quindecim solidi</i>    |
| Sixteen shillings   | <i>Sexdecim solidi</i>     |
| Seventeen shillings | <i>Septemdecim solidi</i>  |
| Eighteen shillings  | <i>Octodecim solidi</i>    |
| Nineteen shillings  | <i>Novemdecim solidi</i>   |
| Twenty shillings    | <i>Viginti solidi</i>      |
| Thirty shillings    | <i>Triginta solidi</i>     |



*Summs of Money English and Latin.* 173

|                      |                             |
|----------------------|-----------------------------|
| Forty shillings      | <i>Quadraginta solidi</i>   |
| Fifty shillings      | <i>Quinquaginta solidi</i>  |
| Three pounds         | <i>Tres librae</i>          |
| Four pounds          | <i>Quatuor librae</i>       |
| Five pounds          | <i>Quinque librae</i>       |
| Six pounds           | <i>Sex librae</i>           |
| Seven pounds         | <i>Septem librae</i>        |
| Eight pounds         | <i>Octo librae</i>          |
| Nine pounds          | <i>Novem librae</i>         |
| Ten pounds           | <i>Decem librae</i>         |
| Twenty pounds        | <i>Viginti librae</i>       |
| Thirty pounds        | <i>Triginta librae</i>      |
| Forty pounds         | <i>Quadraginta librae</i>   |
| Fifty pounds         | <i>Quinquaginta librae</i>  |
| Sixty pounds         | <i>Sexaginta librae</i>     |
| Seventy pounds       | <i>Septuaginta librae</i>   |
| Eighty pounds        | <i>Octoginta librae</i>     |
| Ninety pounds        | <i>Nonaginta librae</i>     |
| A hundred pounds     | <i>Centum librae</i>        |
| Two hundred pounds   | <i>Ducenta librae</i>       |
| Three hundred pounds | <i>Trecenta librae</i>      |
| Four hundred pounds  | <i>Quadringenta librae</i>  |
| Five hundred pounds  | <i>Quingenta librae</i>     |
| Six hundred pounds   | <i>Sexcenta librae</i>      |
| Seven hundred pounds | <i>Septingenta librae</i>   |
| Eight hundred pounds | <i>Octingenta librae</i>    |
| Nine hundred pounds  | <i>Noningenta librae</i>    |
| One thousand pounds  | <i>Mill. librarum</i>       |
| Two thousand pounds  | <i>Duo millia librarum.</i> |

And according to what has been mentioned, greater or lesser Summs, as occasion requires, may be mention'd: But,

☞ Note, That the Summ expressing pounds, &c. must in the Obligation be put in the *Ablative Case plural*, as *Sex libris*, *Centum libris*? and so of the rest, whether Pounds or Shillings, more than one piece; if but one, then place it in the *Ablative Singular*, *Uno solido*, &c.

**FINIS.**

Books printed for H. Rhodes. at the Stan,  
the Corner of Bride-lane, in Fleetstreet.

**D**R. SALMON'S Family Dictionary: Con-  
taining. 1. Cookery, in dressing Flesh, Fowl,  
Fish, Herbs, Roots, making Sawces, &c. 2. Pastry,  
making Pies, Pasties, Puddings, Pancakes, Cheese-  
cakes, Custards, Tansies, &c. 3. Confects, Candies,  
Conserve, Preserves, Creams, Jellies, Pickles, &c.  
4. Potable Liquors, as Ale, Beer, Mum, Mead, Me-  
theglin, Cyder, Perry, Rape, English Wines, Cho-  
colet, Coffee, Tea, &c. 5. Perfuming, Sweet-Balls,  
Powders, Pomanders, Essences, Sweet-waters, Beau-  
tifying-washes, &c. 6. Husbandry, as it relates to the  
Improvement of our waste barren Lands; Manu-  
factures, &c. 7. Preparations, Galenick and Chy-  
mical, relating to Physick and Chyrurgery, as Cor-  
dial Waters, Spirits, Tinctures, Elixirs, Syrups, Pow-  
ders, Electuaries, Pills, Oils, Ointments, Balsams,  
Cerecloths, and Emplaisters, &c. fitted for curing  
most Diseases incident to Men, Women, and Chil-  
dren. The Fourth Edition. Price 6 s.

The Devout Companion: Containing Prayers  
and Meditations for every Day in the Week, and  
for several Occasions; Ordinary and Extraordinary.  
Price 6 d.

A new Description of the World; or, A Com-  
pendious Treatise of the Empires, Kingdoms, States,  
Provinces, Countries, Islands, Cities and Towns of  
Europe, Asia, Africa and America, in their Situation,  
Products, Manufactures and Commodities, Geogra-  
phical and Historical: With an Account of the  
Natures of the People; in their Habits, Customs,  
Wars, Religions, and Policy, &c. The Rarities,  
Wonders, and Curiosities of Fishes, Beasts, Birds,  
Rivers, Mountains, Plants, &c. With severai re-  
markable Revolutions, and delightful Histories.  
By S. Clark. Price 1 s.

The pleasant History of Parismus, the renowned  
Prince of Bohemia. Price 2 s.

The

BOOKS Sold by H. RHODES.

The Dutch Fortune-teller; wherein Thirty six several Questions are resolv'd. Price 1 s.

The pleasant History of the Gentle-Craft, set forth with Pictures. Price 6 d.

The deplorable History of the Wars and latter Times of the Jews, with the Destruction of the City of Jerusalem; which History begins where the Holy Scriptures end. By Josephus Ben Gorion; with Pictures. Price 2 s.

The Management of the Tongue, under these following Heads of Conversation; The Babbler, Silent Man, Witty Man, Droller, Jester, Disputer, Opiniater, heedless and inconsiderate Man, Complimenter, Man who praises others, Flatterer, Liar, Boaster, All Tongue, Swearer, Promiser, Novelist, Tale-Bearer, Adviser, Reprover, Instructor; the Man who trusts others, or is trusted with a Secret; the Tongue of Women, Language of Love, Complainer, the Comforter. Done out of French. The Second Edition Corrected. Price 3 s. 6 d.

A Play-Book for Children to allure them to read as soon as they can speak plain: Composed of small Pages, on purpose not to tire Children, and printed with a fair and pleasant Letter. The matter and method plainer and easier than any yet extant. Price 4 d.

The Queen's Closet open'd; being incomparable Secrets in Physick, Chyrurgery, Preserving and Candyng; which was presented to the Queen by the most experienc'd Persons of the Times. Price 2 s.

The Book of Knowledge; shewing the Effects of the Planets, and the strange Events that befall Men, Women and Children: With the Husbandman's Practice, and Shepherd's Prognostication. Price 1 s.

Æsop's Fables, with their Morals, in Prose and Verse. Grammatically translated. Illustrated with Pictures and Emblems. Together with his Life and Death. English'd by W. D. Price 2 s.

BOOKS Sold by H. RHODES.

The whole Duty of a Communicant: Being Rules and Directions for the worthy Receiving of the most Holy Sacrament of the Lord's Supper. By John Gauden, late Lord Bishop of Exeter. Price 1 s.

Wits Cabinet; or, A Companion for young Men and Ladies; containing, 1. The whole Art of Wooing and making Love; with the complemental Letters, amorous Addresses, and Answers, in a most pleasant and ingenious Strain, with the newest Songs sung at Court and both Theatres. 2. The School of Bacchus; or, The whole Art of Drinking. 3. Interpretation of Dreams. 4. Art of Chiromancy and Palmistry. 5. Several Sorts of Cosmeticks for clearing and beautifying the Face, and taking away all Freckles, Morpew, Tetters, and Ring-worms, and for preserving the Complexion: With the way of making all sorts of Perfumes and Sweet-waters. 6. General Rules for the genteel Behaviour of young Men and Ladies in all Company. 7. Merry Riddles; with many other useful Matters. Price 1 s.

The Pleasures of Matrimony; Intermixt with merry and delightful Stories; containing, The Charms and Contentment of Wooing and Wedlock, in all its Enjoyments, Recreations and Divertisements. Pr. 1 s.

The Exact Dealer: Being a useful Companion for all Traders; containing, 1. A Description of the Commodities Coins, Weights and Measures of England, and other Countries: Instructions about Bills of Exchange, and keeping Books of Accompt, with Tables ready cast up. 2. A plain Institution of Arithmetick; the way of measuring Carpenters, Joyners, Painters, Plasterers, Glaziers, Bricklayers Work; the Art of Ganging, with several useful Tables, &c. 3. An Account of the principal Roads and Carriers Inns, and Days of going out; Rates of Post-Letters, and other useful Matters. By J. Hill. Price 1 s.

A necessary Family-Book for the City and Country Containing plain and short Directions for taking and killing all manner of Vermin on Land and in Water, &c. Price 6 d

